

POST OFFICE MANUAL;

[PUBLISHED BY ORDER OF THE DIRECTOR GENERAL OF
THE POST OFFICE OF INDIA.]

CONTAINING

INSTRUCTIONS TO POST-MASTERS,

ACT No. XVII. OF 1854,

AND

FORMS IN USE

IN THE

Postal Department.

Calcutta:

JOHN GRAY, "CALCUTTA GAZETTE" OFFICE.

1858.

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TABLES OF POSTAGE.

TABLE No. 1.

Rates of Postage on Pre-paid Inland Letters.

| If not exceeding in weight. | Postage. | No. of Rates. |
|-----------------------------|--------------------|---------------|
| One-quarter Tolah | Half an anna | One rate. |
| Half a Tolah | One anna | Two rates. |
| One Tolah | Two annas | Four rates. |
| One and a half Tolah | Three annas | Six rates. |
| Two Tolahs | Four annas | Eight rates. |

For every tolah in weight above two tolahs, two additional annas, and every fraction of a tolah above two tolahs shall be charged as one additional tolah. (*Section VI., Act XVII. of 1854.*)

A Ship Postage of one anna in addition to the above rates is leviable on delivery on all Letters received by Sea by a private Ship. Postage at double the rates under the above Schedule is leviable on the delivery of all Letters posted unpaid.

TABLE No. 2.

Rates of Postage on Newspapers, Pamphlets and other Printed or Engraved Papers and Proof Sheets, sent by Letter Mail (A. Sects. VII., VIII., IX. and X.)

| NEWSPAPERS, PAMPHLETS, &c., PRINTED IN INDIA. | | IMPORTED NEWSPAPERS, PAMPHLETS, &c. | |
|--|-----------------|--|------------|
| Not exceeding in weight. | Postage. | Not exceeding in weight. | Postage. |
| Four Tolahs | One anna | Six Tolahs | One anna. |
| Six Tolahs | Two annas | Twelve Tolahs | Two annas. |
| Single Postage being added for every additional three tolahs, fractions of three tolahs being charged as three tolahs. | | Single Postage being added for every additional six tolahs, fractions of six tolahs being charged as six tolahs. | |

Postage Stamp Labels, when attached to Letters and Newspapers are to be invariably attached at the upper right hand corner on the side on which the address is written.

The observance of this Rule by the Public will obviate much inconvenience and promote despatch.

TABLE No. 3.
Rates of Postages on Banghy Parcels.

| FOR DISTANCES. | | IF NOT EXCEEDING IN WEIGHT | | | | | | |
|-------------------|--------|----------------------------|---------|---------|---------|---------|---------|---------|
| | | 20 | 100 | 200 | 300 | 400 | 500 | 600 |
| | | Tolahs. | Tolahs. | Tolahs. | Tolahs. | Tolahs. | Tolahs. | Tolahs. |
| | Miles. | Rs. As. | Rs. As. | Rs. As. | Rs. As. | Rs. As. | Rs. As. | Rs. As. |
| Not exceeding ... | 100 | 0 2 | 0 4 | 0 8 | 0 12 | 1 0 | 1 4 | 1 8 |
| Not exceeding ... | 200 | 0 6 | 0 12 | 1 8 | 2 4 | 3 0 | 3 12 | 4 8 |
| Not exceeding ... | 600 | 0 12 | 1 8 | 3 0 | 4 8 | 6 0 | 7 8 | 9 0 |
| Not exceeding ... | 900 | 1 2 | 2 4 | 4 8 | 6 12 | 9 0 | 11 4 | 13 8 |
| Not exceeding ... | 1,200 | 1 8 | 3 0 | 6 0 | 9 0 | 12 0 | 15 0 | 18 0 |
| Exceeding ... | 1,200 | 1 14 | 3 12 | 7 8 | 11 4 | 15 0 | 18 12 | 22 8 |

Parcels conveyed by Sea by the East India Company's Post are subject to an additional charge of Ship Postage of eight annas for every hundred tolals, fractions of hundred tolals being charged as one hundred tolals. (*A. Sect. XVII.*) Not more than one Letter, &c., may be enclosed in any Banghy Parcel, and by Section XVI., where Banghy and Letter Mails are conveyed in the same carriage, it is unlawful to enclose even one Letter, &c., in a Banghy Parcel.

TABLE No. 4.

Rates of Postage on Books, Pamphlets, Packets of Newspapers and of Printed and Engraved Papers not exceeding 120 tolals in weight despatched by Banghy Post and pre-paid. (A. Sect XII.)

| If not exceeding in weight. | Book Postage in India. | Between England and India. |
|-----------------------------|------------------------|----------------------------|
| Twenty Tolals | One anna | Five annas and a half. |
| Forty Tolals | Two annas | Eleven annas. |

Single Postage is to be charged for every additional twenty tolals, fractions of twenty tolals being charged as twenty tolals.

Every article not exceeding twelve tolals in weight will be conveyed by Letter Post, unless expressly directed to be sent by Banghy Post.

LETTERS.

NEWSPAPERS OR PRICES CURRENT.

| | Not exceeding 4 ounce. | Not exceeding ½ ounce. | Above ½ ounce and not exceeding 4 ounce. | Above 1 ounce and not exceeding 1½ ounce. | Above 1½ ounce and not exceeding 2 ounce. | Above 2 ounce and not exceeding 3 ounce. | Above 3 ounce and not exceeding 4 ounce. | Above 4 ounce and not exceeding 5 ounce. | Above 5 ounce and not exceeding 6 ounce. | Above 6 ounce and not exceeding 7 ounce. | Above 7 ounce and not exceeding 8 ounce. | Above 8 ounce and not exceeding 9 ounce. | Above 9 ounce and not exceeding 10 ounce. | Above 10 ounce and not exceeding 11 ounce. | Above 11 ounce and not exceeding 12 ounce. | Above 12 ounce and not exceeding 13 ounce. | Above 13 ounce and not exceeding 14 ounce. | Above 14 ounce and not exceeding 15 ounce. | Above 15 ounce and not exceeding 16 ounce. |
|--|---------------------------|---------------------------|--|---|---|--|--|--|--|--|--|--|---|--|--|--|--|--|--|
| | Rs. A. | Rs. A. | Rs. A. | Rs. A. | Rs. A. | Rs. A. | Rs. A. | Rs. A. | Rs. A. | Rs. A. | Rs. A. | Rs. A. | Rs. A. | Rs. A. | Rs. A. | Rs. A. | Rs. A. | Rs. A. | Rs. A. |
| Great Britain <i>via</i> Southampton | 0 4 | 0 4 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| Ditto <i>via</i> Marseilles | 0 6 | 0 8 | 0 14 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| *Ditto <i>via</i> Trieste | 0 4 | 0 4 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| Canada or any place in British North | 0 4 | 0 4 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| America <i>via</i> Southampton | 0 6 | 0 8 | 0 14 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| Ditto <i>via</i> Marseilles | 0 8 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| *Foreign Europe <i>via</i> Trieste | 0 4 | 0 4 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| Gibraltar | 0 4 | 0 4 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| Ionian Islands | 0 4 | 0 4 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| *Australian Colonies | 0 4 | 0 4 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| Malta | 0 4 | 0 4 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| *China (Except Hong-Kong) | 0 4 | 0 4 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| *Macao | 0 4 | 0 4 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| *Canton | 0 4 | 0 4 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| *Manilla | 0 4 | 0 4 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| *Batavia, Java | 0 4 | 0 4 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| *Bourbon, or any foreign ports, the route to which does not pass through Egypt | 0 4 | 0 4 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| *Trieste | 0 8 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| *Austria | 0 8 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| *Alexandria | 0 8 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| *Cairo | 0 8 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| *Suez | 0 8 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| *Places in Egypt or to any Foreign Port <i>via</i> Egypt excepting France | 0 8 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| Madras | 0 4 | 0 4 | 0 8 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |

COUNTRIES AND PLACES TO WHICH LETTERS CAN BE SENT BY HER MAJESTY'S MAIL STEAMERS FROM INDIA.

TABLE of British Colonial and Foreign Postage.—(Continued.)

| COUNTRIES AND PLACES TO WHICH LETTERS CAN BE SENT BY HER MAJESTY'S MAIL STEAMERS FROM INDIA. | LETTERS. | | | | | | | | | | | | NEWSPAPERS OR PATENT | | | Above 4 ounces and not exceeding 8 ounces. | Above 8 ounces and not exceeding 12 ounces. | Above 12 ounces and not exceeding 16 ounces. |
|--|----------|----|-----|----|-----|----|-----|----|-----|----|-----|----|----------------------|----|----|--|---|--|
| | Rs. | A. | Rs. | A. | Rs. | A. | Rs. | A. | Rs. | A. | Rs. | A. | Rs. | A. | P. | Rs. | A. | P. |
| Ceylon | 0 | 4 | 0 | 4 | 0 | 8 | 0 | 8 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| Bombay | 0 | 4 | 0 | 4 | 0 | 8 | 0 | 8 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| Aden | 0 | 4 | 0 | 4 | 0 | 8 | 0 | 8 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| Penang | 0 | 4 | 0 | 4 | 0 | 8 | 0 | 8 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| Singapore | 0 | 4 | 0 | 4 | 0 | 8 | 0 | 8 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| Malacca | 0 | 4 | 0 | 4 | 0 | 8 | 0 | 8 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| Hong-Kong | 0 | 4 | 0 | 4 | 0 | 8 | 0 | 8 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| United States <i>via</i> Southampton | 0 | 4 | 0 | 4 | 0 | 8 | 0 | 8 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| Ditto <i>via</i> Marseilles | 0 | 4 | 0 | 4 | 0 | 8 | 0 | 8 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| Any Foreign Country sent through Great Britain | 0 | 6 | 0 | 8 | 0 | 11 | 1 | 0 | 1 | 10 | 1 | 12 | 1 | 14 | 2 | 0 | 3 | 0 |
| Any Foreign Country sent through Great Britain <i>via</i> Southampton | 0 | 4 | 0 | 4 | 0 | 8 | 0 | 8 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| Ditto <i>via</i> Marseilles | 0 | 6 | 0 | 8 | 0 | 11 | 1 | 0 | 1 | 10 | 1 | 12 | 1 | 14 | 2 | 0 | 3 | 0 |
| Cape of Good Hope | 0 | 4 | 0 | 4 | 0 | 8 | 0 | 8 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| Port Natal | 0 | 4 | 0 | 4 | 0 | 8 | 0 | 8 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| Ascension | 0 | 4 | 0 | 4 | 0 | 8 | 0 | 8 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| Saint Helena | 0 | 4 | 0 | 4 | 0 | 8 | 0 | 8 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| Belgium <i>via</i> Southampton | 0 | 7 | 0 | 7 | 0 | 13 | 0 | 13 | 1 | 11 | 1 | 11 | 1 | 11 | 1 | 11 | 2 | 8 |
| Ditto <i>via</i> Marseilles | 0 | 9 | 0 | 11 | 1 | 3 | 1 | 5 | 1 | 13 | 1 | 15 | 2 | 1 | 2 | 3 | 3 | 0 |
| Any place in Foreign Europe <i>via</i> Great Britain and Belgium | 0 | 7 | 0 | 7 | 0 | 13 | 0 | 13 | 1 | 11 | 1 | 11 | 1 | 11 | 1 | 11 | 2 | 8 |
| Ditto <i>via</i> Marseilles | 0 | 9 | 0 | 11 | 1 | 3 | 1 | 5 | 1 | 13 | 1 | 15 | 2 | 1 | 2 | 3 | 3 | 0 |

N. B. 1 The asterisk* prefixed to any place indicates that letters for that place must be pre-paid in India.

2 Letters or Newspapers for France and for Foreign Europe *via* France cannot be pre-paid in India.3 All Newspapers and Books except those for France or Foreign Europe marked *via* France must be pre-paid.4 All letters for any British Colony and place in any Foreign country if marked *via* Marseilles will be forwarded through England in the closed Mail sent to Great Britain *via* Marseilles.



ABSTRACT

OF

DAILY WORK IN POST OFFICES

OF

DEPUTY POST-MASTERS AND OFFICE CLERKS.

OPEN the Letter Box half an hour before the time appointed for the closing of the Mails. Separate Paid from Unpaid Letters.

Preparing Letters for despatch. Weigh :—mark on the face in *black* ink, the Postage chargeable on any to which Postage Stamp Labels of sufficient value are not attached: obliterate the Labels with the Obliterator supplied for the purpose: stamp them with the “Paid” *red* dated Stamp *on the back*, if the full Postage is paid.

Paid Letters. Weigh :—mark the proper Postage on the face in *black* ink, stamp with the “Unpaid” *black* dated Stamp *on the front*, (the direction side,) taking care not to deface the Address.

Unpaid Letters. Stamp with red “Paid” Stamp :—weigh all Letters from one Department together, and enter the charge against each in the Service Letter Account :—**Service Letters.** calculate the Postage on the gross weight of all Letters from each Department, and charge at the rate of Two Annas per tolah.

Weigh:—mark with Postage:—stamp with Forward Stamp.
Forward, Re-directed, and Refused Letters. The Post-master, Deputy Post-master, or other person in charge of Office, is responsible for all mistakes in forwarding Letters.

Unclaimed Letters returned.

Mark with red "Paid" Stamp, whether paid or unpaid, and consider them as Paid Letters.

The Letters of each kind having been weighed, marked, stamped, and dated, should be sorted according to the Stations to which they are addressed. The mode of sorting will depend on the number

Registering, Sorting, and Packing Letters for despatch.

of Letters for despatch, *but care must in all cases be taken to separate the different classes of Letters noticed in the Chulan.* The Letters having been sorted, those for each Station must be entered in the Chulan and Register. The address of each Letter must then be again read, the Letters counted, the Chulan compared with the Register, and finally placed with the Letters in a Bag or Envelope addressed to the Station of delivery: the Bag or Envelope being closed becomes a "Packet." No Packet is to be despatched which is less than six inches long by three wide.

Enter all Packets in the Invoice or List to the Station in advance, showing where each came from, and is going to.

Despatch of Mails.

Put all those to be forwarded by the same road into their appropriate Mail Bags; tie and seal the inner Bag, and close the mouth of the outer Wallet, and gird it with the cross band, so as to prevent damage by shaking. The Runners, who take away the Mails from an Office, and every other person employed in it, should be well instructed how to close the Bags, and so should every man in the Office; but the *person in charge is responsible that the Mail Bag is properly and securely closed and sealed.*

The Seal of every Mail Bag must be examined by the Post-master, Deputy Post-master, or other person in charge of the Office, before it is allowed to be opened.

Receipt of Mails.

Seals to be examined.

The Bag being opened, count and compare the Packets received with the Packet Chulans. *Turn the Wallets inside out.*

Packets to be compared with Chulan.

Separate Forward Packets.

Separate Forward Packets from those for the Station, and receipt the Packet Chulan.

At the time of delivery, open the Packets, compare the number, weight and postage of the Letters received in each Packet with the Chulan. If the Postage on any Letter has been under or over-charged, correct the mistake, enter the correct Postage in the Chulan, and enter the number, weight and postage of Letters actually received in the Register, under the head of the Station at which they were posted.

Distribution of Letters.

Distribute the Letters among the Peons for delivery, and place apart Letters, to be forwarded, to be delivered through the District Post, and those to remain in the Office, in deposit, for future delivery :—enter the number, postage, &c., of the Letters delivered to each Peon in the Peons' Book, as also the number, &c., &c., of those reserved for the District Post, or to be forwarded, or for deposit ; and before the Peons leave the Office, be careful that the totals of the entries in the "Peons' Book" agree with the total of the Receipt Register.

Entries in Peons' Account.

Weigh :—mark both Weight and Postage in large letters and figures: stamp Paid Parcels red, Unpaid black : date : forward an Advice Chulan by Letter Mail to the Office to which the Parcel is directed.

Preparing Parcels for despatch.

Paid and Unpaid Parcels.

Stamp with "Bearing" Stamp: mark with additional Postage : send an Advice Chulan by Letter Mail : enter Postage in the proper column of Register.

Forward Parcels.

Full address to be registered.

The full address on all Parcels, with Weight, Postage, &c., must be entered in the Parcel Register.

No Parcel in any way insecurely packed, or bearing an appearance of having been opened, should be received for despatch.

Weigh, stamp, date: enter in Receipt Register: receipt and return
 Advice Chulan and Transit Chulan: enter in
 Parcels for delivery. Banghy Index, and take a receipt from the
 Addressee.

N. B.—Any Parcel injured or damaged should be weighed before witnesses, and a memo. taken of its exact appearance.

Immediately before the Office is closed, balance and total the Cash
 Book, make the necessary entries in the De-
 Accounts to be closed before the Office. posit Account, the District Post Account,
 and the Postage Account, and see that no
 Banghy Chulans have been detained which ought to have been
 returned or despatched.

In the body of the *Manual* “A” is intended to denote Act XVII.
 of 1854, “R” the “Rules for the Management
 Abbreviations. of the Post Office” passed by the Governor
 General in Council on the 12th August 1854.

All alterations in any Chulan Register, or other Documents, must
 be made in red ink, never by erasure, or in black ink.

INSTRUCTIONS

TO

POST-MASTERS AND POST-OFFICE CLERKS.

THE following Instructions are to be considered as superseding all former Circulars issued by any Post-master General, and are to be strictly adhered to by all Post Office Officials. They are intended to serve the purpose of a book of reference to Officials in the Post Office Department, and to obviate the necessity for constant reference to numerous unarranged Circulars.

H. B. RIDDELL,
Director General of the Post Office of India.

March 1858.

DEFINITIONS.

2. The following terms, used for convenience in Post Office business, require to be understood in the same sense by all concerned. The definitions given are generally taken from the *Post Office Manual* published in the North-Western Provinces, under the orders of Government, in 1845, by Dr. Ranken, then Post-master General of the North-Western Provinces :—

(1.) *An Article* means anything transmittable by Post, whether Letter, Paper, Parcel, or Package.

(2.) *The Addressee* is the person to whom any article is directed.

(3.) *The Abstract* is the Monthly Pay Bill of the fixed Establishment of an Office.

(4.) *Banghy*, the conveyance for Parcels and Packets of Newspapers.

(5.) *Chulans* are Invoices showing the Number, Weight and Postage of Letters, Newspapers, Packets and Parcels; one of which accompanies each Packet from a Post Office, and each Banghy Despatch. (*See Paragraphs 72 to 83.*)

(6.) *Despatch*, the sending of Mails by Post from an Office, and also the Mail sent.

(7.) *Disbursing Offices*. The Office situated in the same Town with the District Treasury from which disbursements are made for the Post Office Establishment in the District.

(8.) *Distribution* is the delivery of articles to their addressees after they reach their destination.

(9.) *Expresses* are extraordinary despatches by Post, for the conveyance of important public or private communications.

(10.) *Labels*, superscriptions pasted on Packets. (*See Packets.*)

(11.) *Letters* are divided into the following ten classes, viz :—

| | |
|--------------------------------|------------|
| 1.—Paid | } Letters. |
| 2.—Unpaid | |
| 3.—Service | |
| 4.—Registered | |
| 5.—Refused | |
| 6.—Unclaimed | |
| 7.—Forward or Re-directed | |
| 8.—Ship | |
| 9.—Steam | |
| 10.—Soldiers' and Sailors' ... | |

The Rules relating to each are given in the appropriate Section.

(12.) *Mis-sending* is the transmission of an article to a place to which it is not directed; Forward Postage is not chargeable on a mis-sent article.

(13.) *A Packet*, in the Post Office sense, consists of all the articles sent at one time from one Office to another, packed and covered with paper or cloth. In the Post Office Act, the word Packet is several times used in the sense of Package. A Packet of Newspapers consists of two or more Newspapers enclosed in one cover.

(14.) *Office, the Delivering*, is that from which any article is delivered to the addressee.

(15.) *Office, the Posting*, is that at which any article is first received from the sender.

(16.) *Office in advance* is that to which any article goes from the Office in which the phrase is used.

(17.) *Office in rear* is that from whence any article comes to the Office applying the phrase.

(18.) *Office, a Sorting*, is a Post Office to which *Letters* for Post Offices in advance are sent loose, to be sorted and forwarded to their destinations.

(19.) *Office, a Transit*, is a Post Office to which *Packets* for several Offices in advance are enclosed for the purpose of being forwarded to their destination by the proper route. The object of making up *Transit* Packets is to save time in counting and examining the Mails at small intermediate Offices.

(20.) *The Receiver* is the person to whom an article is actually delivered, whether he be the addressee or another taking charge of it for the addressee.

(21.) *Registers*, the books in which the Postage, Weight and number of articles received and despatched are recorded.

(22.) *The Sender* is the person from whom an article is received at a Post Office.

ACCOUNTS.

3. The Accounts of all Post Offices in each Presidency will be

A General Monthly Account to be compiled in the Post-master-General's Office.

compiled in the Office of the Post-master General of the Presidency into a General Account, and will be submitted by him to the Accountant or Civil Auditor.

4. In the majority of Post Offices, the only disbursements are

A Dr. and Cr. Cash
Account to be furnish-
ed by Disbursing Post
Offices.

those which are necessary for the payment
of the Office Establishments and fixed Con-
tingent Charges, it is unnecessary therefore,

to require that a formal Cash Account should be prepared in each
Post Office.

5. The Deputy Post-masters of the *Stations at which a District*

A Dr. and Cr. Cash
Account to be furnish-
ed by Disbursing Post
Offices.

Treasury is situated will each submit a Cash
Account (Form 21.) Instructions regarding
its preparation are given below, and the

Post Office will be styled a *Disbursing Office*.

6. The Deputy Post-master of every other Post Office will

Offices from which dis-
bursements are not made
to furnish statement of
Collections,

submit on *the 1st of the following month*
a Statement to the Deputy Post-master of the
Disbursing Office of his District, (Form 24,)

showing the Collections during the past month, the amount re-
mitted to the Treasury, and the balance in hand. All Collections
are to be paid weekly, or oftener, into the nearest Tehsildars,
Mamladars, or other local Treasury. On the last day but one of
each month, all the Cash in hand must be paid into the local
Treasury, and a general Receipt in duplicate, (Form 23,) taken for
the total sum paid during the month.

7. One copy of this Receipt must, in the evening of the 1st day

Instructions as to
transmission of receipts
and preparation of Ac-
counts.

of the next month, be sent as a Registered
Letter to the Deputy Post-master of the Dis-
bursing Office of the District, together with

the Statement of the Collections of the Office; on the 2nd of the
following month, the Deputy Post-master of the Station in which
the District Treasury is situated will send to the Officer in charge
of the Treasury the local Revenue Officer's Receipts, which have
been sent in from all the Post Offices in the District, and will
exchange them for a general Receipt, (Form 23,) showing the gross
sum paid in by all the Post Offices in the District, including that
paid in by himself; on the evening of the 5th of the month, he

must forward his own Cash Account to the Post-master General, embodying in it the Statements received from the other Offices in the District, and all necessary Vouchers.

8. There will thus be one Voucher only for the sums paid into the Treasury by the Post Office Officials in each District. Each Post Office should be supplied with a Remittance Book, (Form 26,) and be informed that separate Receipts need not be taken for every remittance: a general Receipt at the end of the month will answer every useful purpose. Printed Forms of Receipt in English and the Vernacular should be supplied to all Post Offices in the interior of Districts, and the Deputy Post-master in charge should be required to use none but the Form supplied. *The Form should be printed on smooth but very thin paper.* No Receipt with an erasure should on any account be allowed to pass unnoticed. When an erasure is observed, the Receipt should be sent to the Officer *by whom it is signed*, and he should be requested to examine into its correctness.

9. The Deputy Post-master of the Disbursing Office will of course be responsible for the correctness of his own Accounts, and for the fidelity with which he embodies the Accounts of the Subordinate Offices in his own Cash Account; the Inspecting Post-master will be held responsible for the proper examination of the Accounts of Subordinate Offices.

10. Deputy Post-masters of Disbursing Offices are required to call the attention of the Inspecting Post-masters to any irregularities which they may observe in the Accounts rendered by Subordinate Deputy Post-masters.

11. The Monthly Account of the Deputy Post-masters, who are not authorized to make disbursements, is simply a copy of the totals of the several columns of the Daily Abstract of Cash collected. The explanation at the foot of the Account will be copied from the "Postage Account" in the Peons' Book, (Form 26 B,)

Instructions as to transmission of Receipts and preparation of Accounts.

Instructions as to transmission of Receipts and preparation of Accounts.

and if the books of each Office are kept up correctly and totalled daily, the preparation of the Cash Account will not occupy more time than is required to copy the several entries of figures from the Daily Cash Book and Peons' Book into the printed Form of the Monthly Account.

12. The Daily "Postage Account" Memo. in the Peons' Book is necessary to reconcile the entries in the Daily Postage Account. Cash Account of Cash collected with the Registers which show the amount for which the Office is responsible. It is of considerable importance to keep a very careful check on the Accounts of Postage on Unclaimed Letters. Even in small Offices, where but few Unclaimed Letters accumulate, irregularities have often been detected, and there has been reason to suspect petty peculation of the Postage on Undelivered Letters. If the Postage Account is daily made up, it will not occupy two minutes, and at the end of the month, the last day's memo. will furnish the explanation required at the foot of the Cash Account.

13. In Offices in which Banghy Parcels are not delivered by the Letter Peons, it is to be understood that a separate memo. in a similar Form should be made in the Banghy Account Book. Banghy Postage to be entered in Postage Account. When Letters and Banghies are delivered by the same persons, the Parcels made over to each Peon will be entered in the Peons' Book, and the Postage memo. will include Banghy Postage.

14. The above explanation will, it is hoped, be sufficient to prevent mistakes in regard to the Accounts to be kept up in what are at present termed Subordinate Post Offices. Accounts to be kept in every Office. A Daily Cash Account and Peons' Book must be kept up in every Office. A Monthly Account will be furnished to the Post-master General by every Subordinate Post Office: this Account will exhibit the Cash Balance and the actual

Cash Collections, and will state the amount which has been remitted to the Treasury. The entries in the Daily and Monthly Cash Accounts must tally, and the explanation at the foot of the Account will show the amount for which the Office was in the first instance responsible. It is to be understood that the entries on the Debit side of the Account are to show the *actual net Cash collected, not the gross amount of the Postage entered in the Register*. An explanation reconciling the Registers with the Cash Account must be given at the foot on the back of the Account in the same Form as that prescribed for Offices in which there are no disbursements.

15. A Daily Cash Book must be kept up in every Disbursing Office (Form 22.) The totals of daily entries in this Book will be transferred to the Monthly Account in exactly the same manner as has been prescribed for Subordinate Post Offices. The Account of Disbursements require no particular explanation; it is to be divided according to the heads of disbursements, which appear in the Cash Account: the gross total of each day's Receipt should tally with the gross total of Disbursements. Every entry on the Credit side of the Account must be supported by a Voucher; and as much of the labour of checking the Post Office Accounts will depend on the method and form of the Vouchers required, each Disbursing Post Office must be furnished with printed Forms of a uniform size to be used for Treasury Receipts, Contingent Bills, and Monthly Abstracts of Establishment.

16. The Peons' Book (Form 28) contains four distinct Accounts,* all of which must be kept in every Post Office, however small. In large Offices it will probably be found convenient to keep separate books for each Account, or two books, one for the Peons' Account and another for the Postage, District Post and Deposit

Explanation of Forms
in Peons' Book.

* A. Peons' Account. B. Postage Account. C. Deposit Account.
D. District Post Account.

Account. For small Offices, where there are only one or two Peons, the whole can be printed on one page, and only one book will be required.

17. An explanatory note on each Account is given under the head to which it belongs; in this place the Daily Postage Account. the Daily Postage Account only will be noticed.

18. As only the *net* Cash collected in each Post Office will be credited, it is obviously necessary that the entries in the Cash Account should be reconciled with the Registers which exhibit the *gross* sum for which the Office is primarily responsible. The Daily Postage Account, if correctly kept up, will afford the necessary explanation at any time, and the Inspecting Officer will always have the means of checking the correctness of the Cash Balance and of the Daily Cash Book.

19. Assuming that the Accounts of the previous month have been correctly adjusted, and that there is no Cash Balance, the person in charge of a Post Office will, on the evening of the 1st of the month, have to account for, *first*, the unpaid Postage due on all Unclaimed and Undelivered Letters, &c., which remained in deposit on the previous evening, at the close of the Accounts of the preceding month; *secondly*, for the unpaid Postage due at the same time from the District Post on account of Letters sent for delivery; *thirdly*, he is responsible for the unpaid Postage charged upon all Letters, &c. &c. received during the day, as exhibited in the Receipt Registers; *fourthly*, he is responsible for the Cash actually collected on articles posted in the Office for despatch, whether by ordinary Mail or by Express. The total of the above four entries will show the gross sum to be accounted for at the close of the Office on the evening of the 1st of any month. Letters for delivery in the same Town, or for delivery by the District Post of the same District, should be entered in the Receipt Register, the name of the Post Office being entered as the place of despatch.

20. From the gross sum obtained in the manner explained in the preceding paragraph, the Officer in charge of the Post Office is entitled to deduct, *first*, the amount of unpaid Postage due on all Letters returned or re-directed and forwarded, whether from deposit or from delivery during the 1st, since the close of the previous month's Account; *secondly*, the amount of unpaid Postage due on Letters actually in deposit at the close of the Office on the 1st; *thirdly*, the amount actually due from the District Post when the Office is closed for the day. The total of the above three entries, deducted from the total of the entries described in paragraph 19, will give the actual net balance collected in Cash during the 1st.

21. The two preceding paragraphs explain in detail the entries in the Postage Account of the 1st of any month; the entries for the other days in the month will be made in a similar manner; the entries, on account of the Postage due on Unclaimed and Undelivered Letters in deposit, and on account of the Postage due from the District Post at the close of the previous month's Account, must be daily brought forward and will not vary. The amount of Postage exhibited in the Receipt Register and the Cash collected on articles despatched will of course increase daily, so that at the end of the month those entries will correspond with the totals of the Receipt and Despatch Registers.

22. The deductions will vary daily. The Postage on articles re-directed or returned will increase until, on the 31st of the month, it shows the total Postage due on all unpaid Letters returned or forwarded, including those sent to the Postmaster General's Office. It should then correspond with the totals of the columns of the Despatch Register, Nos. 11 and 15. The Postage to be entered in those columns should be the unpaid Postage

originally charged on the Letters before they were re-directed, it should correspond with the amount for which Credit is taken in the daily Postage Account, and should *not* include the Forward Postage charged on re-direction. The *number* of re-directed articles entered in the Despatch Register will correspond with the Chulan, but the Postage to be entered is that only for which the Office was originally responsible, and for which, on the Letters being forwarded, it is entitled to take Credit. When Paid Letters only are forwarded to any Station, the Column No. 11, of Postage, will be blank. The amount of Postage due from the District Post, and on account of Letters in deposit, will be taken daily from the balances exhibited in the District Post and Deposit Accounts. Unclaimed Letters sent to the Dead Letter Office should be entered in the Despatch Register, "The Dead Letter Office" being entered as the address of the Packet. The Postage on unpaid Letters will appear in the Column No. 15 (Form 7)—"Returned to Senders or sent to Dead Letter Office."

23. In Offices in which the total amount of Postage due on

When Peons pay in advance the Postage on all Letters made over to them, an addition must be made.

Letters made over to the Delivering Peons is taken from the Peons before they leave the Office, the Daily Cash Account will exhibit a Cash Receipt greater than will eventually be realized ; the entry in the Cash Account will in such cases correspond with the column in the Peon's Account, headed "Postage to be collected by each Peon." The Postage on Letters returned to the Office as undelivered must, in this case, appear as a disbursement in the Daily Cash Book, inasmuch as, in the first instance, Cash will have been received and credited and subsequently paid out of the Post Office Treasury. To make the Daily Postage Account correspond with the gross sum credited in the Cash Book, the Refund paid or due to Peons must be *added* to the "Balance Net Cash collected," the total will then agree with the Cash Book.

24. The Cash Account will show only actual net Cash Collections.

A deduction is to be made in the Monthly Cash Account of the sum refunded on the return of Undelivered Letters to the Office.

As therefore the sums paid by the Peons on receipt of Letters for delivery are in fact only deposits, it will not be necessary, *in the Monthly Cash Account*, to charge as a Disbursement the Refunds made to Peons on account of unpaid Letters, &c., returned by them as unclaimed. Where the Rule in question is in force, entries will be made on the Debit side of the Cash Account, showing, according to the Daily Cash Book, the sum actually received from the Delivering Peons ; from this sum the amount refunded and *debited to the Deposit Account* will be *deducted*, the balance credited will correspond with the amount shown in the Daily Postage Account as "Net Cash collected."

25. Besides the refunds to Peons on account of Letters re-

Mode of adjusting refunds of over-charged Postage and Postage on Unfranked Letters addressed to Secretaries to Government.

turned by them to deposit, which are simply transfers from Cash to Deposit, and which can be adjusted, as explained above, by a deduction, there are refunds made on account of over-charged Postage, and those made under the authority of the Order of Government, No. 1287, dated November 24, 1854, on account of Unfranked Letters on the Public Service addressed to Secretaries to Government. Both these classes of refunds form a *bonâ-fide* charge, and must appear as Disbursements. The first named will, in all cases, be included in the entry of "Cash received," and will appear on the Credit side of the Cash Account as a Disbursement under the head "Profit and Loss," and must be supported by a proper Voucher. The second class, *viz.*, Unfranked Letters on the Public Service addressed to Secretaries to Government, will, when the Peons pay Postage in advance on Letters made over to them for delivery, be included in the general entry of Cash received ; in this case it will only be necessary to charge the Postage to the proper Department as remitted under the authority above quoted. For Offices in which Peons do not pay in advance

the amount for which they are responsible, it will be necessary to enter in the Debit side of the Cash Account the Postage charged on the opposite side of the Account, as remitted under the authority of the order quoted.

26. Much passive resistance may be expected to the order directing that the several Accounts contained in the Peons' Book shall be carefully and punctually prepared, and it will be the especial duty of the Inspecting Post-masters to explain the mode of keeping the Accounts and to see that they are not neglected. The Forms should be circulated in the Vernacular, with a translation of the above Instructions. Neglect to keep up the prescribed Accounts should be punished by dismissal.

Inspecting Post-masters to explain Accounts.

BANGHY PARCELS.

1. Advice Chulans, Form 6.
2. Transit ditto, Form 5.
3. Despatch Register, Form 9.
4. Transit ditto, Form 11.
5. Receipt ditto, Form 10.
6. Index of Banghy }
Chulan-despatched } Form 15.
and received, }

27. The Registers and Chulans detailed in margin are in use in the Banghy Department of the Post Office. A notice of the object and mode in which each Form is to be used is given in the following paragraphs.

28. The Advice Chulan conveys an intimation that one or more Parcels have been posted at and despatched from one Post Office to another. Advice Chulan. It should be sent by Letter Post on the day on which the Parcels invoiced in it are despatched. The Advice Chulans sent to each Office should be numbered consecutively, in a separate series for each Office. An Advice Chulan must be sent to every Post Office to which a Parcel is sent for delivery.

29. The Transit Chulan is a general list, to be sent to the next Post Office in advance, of all Parcels forwarded by the same despatch along any line of road. It includes Parcels passing in transit, as well as those posted at the Office in which it is prepared. In the

Transit Chulan.

Presidency Post Offices, and in other large Offices where sealed Gunny Transit Packages are made up, Transit Chulans must be prepared, containing lists of the contents of each Package. These Chulans are of the nature of Advice Chulans, and will be sent to the Offices to which the Packages are addressed ; and in such cases, the Transit Chulan, sent to the next Office in advance, will merely show the address, &c. of any loose Parcels, and the address and weight of the sealed Gunny Transit Packages, and will not contain any detail of the contents of the sealed Packages.

30. It is of the utmost importance that the entries in the Transit Chulan should be carefully made and jealously checked. A Despatching Office is not relieved of responsibility for Parcels despatched until it has procured the receipt of the next Office in advance ; there should therefore be no delay in returning Transit Chulans, and a fine is to be imposed whenever a Transit Chulan is not returned by the first Mail after the receipt of the Parcels invoiced therein. When the detention of Transit Chulans appears to be habitual, Post-masters and Deputy Post-masters should, for their own protection, report the delay to the Post-master General of the Presidency.

31. The Banghy Despatch Register is a general list of Parcels posted or re-directed at each Post Office. The manner in which entries are to be made is described in paragraphs 36 and 37.

32. The Banghy Transit Register contains copies in detail of the Transit Chulans prepared in each Office, so far as they relate to Parcels in transit through the Office. To save labour, the address, &c., of all Parcels which are entered in the Despatch Register should be omitted from the Transit Register. It is sufficient to enter an abstract of the several Advice Chulans, showing the name of the Post Office to which each Chulan is sent, with the total number and weight of

Responsibility for Parcels despatched. Fine for detention of Warrant Chulans.

Banghy Despatch Register.

Transit Register.

Parcels invoiced in each. A separate entry is required for each Advice Chulan; the address of the Chulan can be entered in the column of the Transit Register, headed "Address." The abstract of the Advice Chulans should be first entered, then the detailed addresses, &c., of Parcels in transit. The totals of the entries relating to each despatch should be cast up, and must correspond with the total of the Transit Chulan.

33. The Receipt Register contains copies of all Advice Chulans received, and is also to be used as a Station Delivery Book, in which Receipts will be taken for Parcels delivered. In small Post Offices one book will be sufficient for the purpose; in large Offices, where more than one person is employed to distribute Parcels, two or more Receipt Registers may be kept. To check their correctness, it will be only necessary to compare the several totals of each day's Receipt Registers with the total of the Banghy Receipt Index.

34. From what has been stated above, it will be observed that the full address, weight, and postage of every Parcel, posted or re-directed at any Office, will appear in the Despatch Register; Parcels from other Offices passing in transit through a Post Office will be in the Transit Register; Parcels received for delivery will be in the Receipt Register.

35. The Indices to Banghy Chulans will contain an abstract of every Advice Chulan received or despatched, and are intended to facilitate the check of the Accounts of Banghy Postage, and to remove all excuse for delay in the preparation of Cash Accounts.

36. Before a Parcel is received, its outward condition should be examined, and if it is insecurely packed, not properly sealed, or if it bears the appearance of having been tampered with, it should be refused. If in good order, it should be received, weighed, stamped with the Post-mark, and the Postage, whether paid or

Receipt Register.

The full address account of all Parcels will appear in Registers.

Banghy Index, Form 15.

Parcels to be carefully examined when posted.

bearing, calculated and marked upon it. The Receipt brought by the Poster should be then stamped and returned to him.

37. The address, weight, postage, &c., of the Parcel should be at once entered in an Advice Chulan. After reference to the Banghy Index, the Chulan should be properly numbered, and the entry transferred to the Despatch Register ; each Parcel will thus appear in the Despatch Register in the order of its receipt in the Despatching Post Office. Re-directed Parcels can be entered in the Registers and Chulans at any time during the day. *When the Office closes, the Despatch Register should be complete, and the Banghy Advice Chulans ready for signature and despatch.* It will then only be necessary to prepare Transit Chulans, and sort and pack the Parcels.

38. In very few Post Offices can an hour be fixed for the despatch of Banghy Parcels. It is of the utmost importance to prevent the detention of Parcels in transit, and the only way of avoiding detention is to insist on each Parcel being registered and invoiced immediately on its receipt from the hands of the Poster.

39. On the receipt of a Banghy Mail, the Wallets or Gunny Packages should be weighed, and the seals and other fastenings examined carefully ; the actual gross weight should be noted on the Transit Chulan received, and a note made if there is any appearance of the fastenings having been tampered with. The Wallets or Packages addressed to the Office should then be opened, the Parcels counted, and compared with the entries in the Transit Chulan. Parcels to be forwarded *should then be weighed*, and any discrepancy in weight, or other irregularity which may be observed, noted on the Chulan received. The preparation of the Transit Chulan to be despatched to the Office in advance should be then proceeded with ; Parcels posted in the Office will already have been entered ; below these the Parcels in transit will be detailed *in the order in which they are entered in the Transit Chulan with which they*

were received. All remarks on the condition of any Parcel, which may have been made on the Transit Chulan received, must be copied on that despatched.

40. As soon as the Transit Chulan is prepared, the Banghy Mail should be forwarded. Parcels received
 Parcels for delivery. for delivery *will then be weighed*, &c., and any discrepancy recorded, in the same manner as was done with the Parcels in transit. The necessary entries will then be made in the Transit and Receipt Registers, and the Transit Chulan receipted and returned to the Office whence it was received.

41. Advice Chulans will generally be received some time before the Parcels invoiced in them; they
 Advice Chulans irregularities to be avoided. should be filed and returned to the Despatching Office the day after their contents are received. Much confusion is caused when all the Parcels invoiced in one Advice Chulan do not reach their destination together. This occurrence can rarely happen unless there is neglect in some Office on the line. A report should be made to the Post-master General whenever a portion of the contents of any Advice Chulan is detained in transit, and in every case inquiry should be instituted to ascertain the cause of the irregularity. It is obvious, that unless all the Parcels in each Advice Chulan arrive together, it will be necessary to make more than one entry in the Banghy Index for each Chulan, and the daily total will be incorrect.

42. The Indices, if carefully and correctly prepared daily, will
 Banghy Index, a check on all other Offices. make every Post Office a check on every other Office to which it may despatch, or from which it may receive, a Banghy Parcel. To perfect the check, it is necessary to require a separate column in the Register to be kept for unpaid Parcels re-directed. Under the system detailed above, the address of no Parcel will be entered more than once in the Registers of any Office. It is not necessary to record the addresses of articles sent by Book Post, under Section XII. of the Post Office Act.

43. The Banghy Indices should be systematically checked and
 To be examined by examined in the Post-master General's Office,
 Post-master General. and an explanation called for if any difference
 is discovered between the corresponding entries of two Post Offices.
 It will be sufficient if the Accounts of two or more large Offices are
 carefully checked each month.

44. Parcels exceeding 600 tolahs in weight may be received at
 Limitation as to weight the discretion of any Officer in charge of a
 of Parcels. Post Office for despatch along any line of
 road on which the Banghy Parcels are not carried by foot-runners ;
 but no Parcel exceeding 2,000 tolahs in weight shall be received at
 any Post Office for despatch by Banghy or Letter Mail under any
 circumstances whatever. (*R. Sect. VI., see also A. Sect. XVIII.*)

45. Parcels received by Post from seaward exceeding the
 maximum weight, which may be sent by
 Parcels received from Banghy Post, shall be made over to the
 seaward in excess of Collector of Customs for publication in his
 maximum weight how lists of Unclaimed Packages.
 to be treated.

46. Receipts will be granted for Parcels only when presented
 ready written, either in books or on separate
 Receipts will be given slips of paper along with the Parcels. Re-
 for Parcels. cepts so presented will be duly stamped.
 (*R. Sect. XXV.*)

47. In order to protect, as far as possible, the public Mails
 from the chance of robbery, Officers in
 Post Offices not to re- charge of Post Offices shall not knowingly
 ceive valuables for des- receive coin, bullion, precious stones or
 patch. jewels, for despatch, either by Letter or Banghy Post.
 (*R. Sect. XXII.*)

48. A Post-master is not authorized by the above Rule to make
 inquiries regarding the contents of any Let-
 Post-masters not autho- ter or Parcel, but if he is informed, or other-
 rized to inquire as to wise becomes acquainted with the fact, that
 contents of any Letter or any Letter or Parcel contains valuables, he
 Parcel.

should refuse to receive it—halves of Bank-notes will not come within the prohibition.

49. Parcels bearing the appearance of having been opened and re-closed, or otherwise improperly dealt with, shall not be received unless the sender attest, with his full signature, that they were sent in that state, and no Parcel shall be received for transmission by Banghy Post unless it be securely packed in cloth or wax-cloth, or tin; and no such Parcel, packed in cloth or wax-cloth, shall be received unless seals bearing distinct impressions of some device (not that of a current coin) be fixed at intervals not exceeding three inches along the lines of sewing by which the cover is secured. (*R. Sect. XXI.* modified by Government Order, No. 470, dated March 30, 1855.) Post-masters are not authorized to dispense with the enforcement of any part of the above Rule, but where, as in the case of a Printing Office, such a course is obviously unobjectionable, the Post-master General may authorize its being dispensed with, pending a reference to Government.

50. As all Banghy Parcels are registered and invoiced in detail, it would be an imposition to receive a fee for the special registration of any particular Parcel. Articles sent by Banghy Post at Book Post Rates may be specially registered.

51. On Banghy Parcels the exact weight must in all cases be entered in writing on the face thereof. (*R. Sect. XLII.*)

52. Officers in charge of Post Offices in Sea-port Towns will refuse to forward any Parcel through the Post Office by Sea to any Foreign Port, unless such Parcel be accompanied by a Custom House Pass. (*A. Sect. XLVIII.*) The same Section prescribes the course to be adopted in the event of an Officer in charge of a Post Office suspecting that any Parcel contains any contraband article or writing or enclosure in contra-

vention of the provisions of Sections VIII., XV., XVI. or XLVII. of the Post Office Act.

53. When the Banghy Post is conveyed in the same carriage with the Letter Mail, it is not lawful to send by Banghy Post any Letter or written communication of less weight than twelve tolahs, or any Packet of Newspapers. (*A. Sect. XVI.*)

When Banghy and Letter Mail are conveyed in the same carriage.

54. Banghy Ship Postage, chargeable under Section XVII. of Act, may, in the case of a Parcel sent by Sea from one part of India to another, be pre-paid or not, at the option of the sender. If the full amount of Ship and Inland Banghy Postage is pre-paid, nothing is claimable on delivery to the addressee.

Banghy Ship Postage may be pre-paid or not.

55. In order to guard against any unnecessary detention of Banghy Parcels at Post Offices to or from which there is not a special Banghy Establishment, Deputy Post-masters should be held responsible for forwarding Parcels by the Mail, so long as the total weight of the Letter and Banghy Mail does not exceed nine seers or eighteen lbs. When there are Parcels in any Office which cannot be despatched with the Mail, without causing it to be overloaded, special Runners or Coolies, as may be most advantageous, should be employed. With such special despatch of Parcels, an Invoice or Transit Chulan should be forwarded, and a receipt obtained from the Deputy Post-master to whom the Parcels are consigned.

Despatch of Extra Banghies.

The Deputy Post-master thus despatching Parcels should submit a Contingent Bill, through the disbursing Post Office, and forward with it the original Invoice or Transit Chulan as proof of the necessity for the expense incurred.

Inspecting Post-masters must satisfy themselves that Parcels are not unnecessarily despatched by the extra Runners or Coolies, and that the practice is never had recourse to, excepting when the average daily weight of the Mails exceed nine seers foreach Runner.

On all occasions, when it is found necessary to detain Parcels for any time in the Post Office, the Paid and Unpaid Parcels should have priority of Despatch over the Service Parcels.

56. The weight of Letters and Banghy Mails, and of any extra Banghy Despatch, should be carefully kept in all but very small Offices, in a tabular form as below :—

| <i>Record of the Weight of Mails Despatched for ——— Post Office.</i> | | | | | <i>Record of the Weight of Mails Received in ——— Post Office.</i> | | | | |
|--|------------------|------------------|---------------|----------|---|------------------|------------------|---------------|----------|
| Date. | WEIGHT OF MAILS. | | | REMARKS. | Date. | WEIGHT OF MAILS. | | | REMARKS. |
| | Letter Mail. | Ordinary Banghy. | Extra Banghy. | | | Letter Mail. | Ordinary Banghy. | Extra Banghy. | |
| | | | | | | | | | |

57. Where there is no Banghy Post established on any line of road, Letters, Parcels and Packets exceeding twelve tolahs, and not exceeding forty tolahs

in weight, shall be received and transmitted by the Letter Post. Letters shall be charged according to the scale in A. Sect. VI., and Newspapers, Pamphlets, and other Printed or Engraved Papers

according to the scale in A. Sect. VII., as the case may be. Parcels and Packets shall be charged with Banghy Postage according

to the scale in A. Sect. XI. or Sect. XII. as the case may be, if it be certified in writing on such Parcel or Packet, under the full signature and address of the sender, that it does not contain any letter or other written communication, or any Newspaper, Pamphlet, or other Printed or Engraved Paper.

Certificate. If any such certificate be false, any such thing contained in such certified Letter or other article shall be charged with Postage according to the rates specified in A. Sect.

VI. or VII., as if sent separately, and the sender will be subject

to the penalty hereinafter provided. Parcels exceeding forty tolahs, exceeding forty tolahs and not exceeding six hundred tolahs in weight, shall be transmitted along any such line as Banghy Parcels; but it shall be in the discretion of the Post-master or Deputy Post-master, to whom such Parcels are brought for despatch, to forward them at such times and in such manner as may be convenient. (*A. Sect. XV.*)

58. The most earnest attention of all Officers of the Department

Packing of Parcels in is called to the manner in which Books and the rains. Parcels despatched by Banghy during the

rains are packed. Representations of the injury sustained by Books in transit have been made by the Governments of the four Presidencies, and many similar complaints appear in the Newspapers.

Before the commencement of each rainy Season, a Notice should be issued, requesting that persons sending Books by Book Post will cover them with Wax-cloth, leaving the ends open, but projecting, so as to allow of the Wax-cloth being folded down. The Public should also be warned that, during the rains, it is impossible in all cases to secure Parcels against injury from wet, except on the main lines, on which Mail Carts are used.

During the rains, Banghies are to be carried on the Runner's head, not suspended to a bamboo across his shoulder: when the latter practice is followed, the Packages are apt to be dipped into any unbridged stream which may intersect the road.

When Mail Carts or Banghy Vans are used, care must be taken that the sides and bottom are water-proof, and that the top over-laps the side. A Tarpaulin should be spread over the top of each Cart.

The dammer or dammered Gunny Packages should be renewed at convenient intervals. The Office Seals of the Despatching Office need not be obliterated when the dammer is renewed.

Bamboo baskets covered with leather, with conical tops, something similar to those used in Madras, ought to be sufficient to protect Parcels from anything but actual immersion; and if the

Gunny Packages inside such a basket are well dammered, the Parcels inside ought to be safe, even if the baskets were for a few minutes under water. If baskets are used, they should, during the rains, be large enough to prevent the possibility of their being carried in pairs as Banghies.

The Gunny used during the rains should be of a close texture, and, if possible, the coating of dammer should be evenly spread over the whole surface, leaving no part exposed, or more subject to abrasion than another.

BOOK POST IN INDIA.

59. Packets consisting of "*Books, Publications, or Works of Literature or Art*," without restriction as to Rates of Book Postage. the number of enclosures, may be sent from place to place in India, by Banghy Post, at the following rates of Postage:—If not exceeding twenty tolahs in weight, one anna; if exceeding twenty tolahs in weight, but not exceeding forty tolahs, two annas; and for every twenty tolahs in weight above forty tolahs, one additional anna shall be charged; and every fraction of twenty tolahs shall be charged as twenty tolahs. The following conditions and rules must be strictly attended to:—

(1.) Every such Packet must be sent open at the ends or sides, and either without a cover or in a cover or Conditions to be observed. envelope open at the ends or sides.

(2.) No Letter, either closed or open, nor any enclosure sealed or otherwise closed against inspection, shall be sent in or with any such Packet, nor shall there be any Letter or communication of the nature of a Letter written or printed on the cover or envelope of any such Packet.

(3.) The full amount of Postage due must be pre-paid by means of a Stamp or Stamps affixed to the outside of every such Packet.

60. No Packet exceeding one-hundred-and-twenty tolahs in weight can be received for despatch by Banghy Post at Book Post Rates. No Book Packet to exceed 120 tolahs in weight.

61. Packets which exceed one-hundred-and-twenty tolahs in

If all conditions are not observed, the Packet is chargeable with Banghy Postage.

weight, or which are not open at the ends or sides, or which contain any article closed against inspection, or on which the full Postage shall not be pre-paid by means of a Stamp or Stamps, will be charged with Banghy rates of Postage according to Section XI. of the Postal Act No XVII. of 1854.

62. Any person enclosing a Letter in a Book Post Packet will,

Penalty for enclosing a Letter in Book Packet,

under the circumstances stated in Sections XV. and XVI. of the Post Office Act, be liable to a penalty of 50 Rupees, and in the cases to which those Sections do not apply, the Packet in which a Letter may be found will be charged the Banghy Rate of Postage.

63. Book Packets can be registered on payment of the fee of

Books may be registered.

4 annas on each Packet ; unless registered, the addresses of Book Packets are not ordinarily recorded.

64. No Packet or Parcel exceeding three feet in length, or

Maximum dimensions of Packet.

one foot in breadth, one in depth, or two-thousand-five-hundred-and-ninety-two cubic inches in bulk, can be despatched by Banghy Post.

65. The Rules applicable to Newspapers and other Printed

Rules regarding Newspapers, &c. unaltered.

and Engraved Papers conveyed by Letter Mail remain unaltered.

66. The terms "Books, Publications, or Works of Literature or

Definition of terms "Books," &c., &c.

Art" include all Books, whether printed, written or plain ; Publications or Compilations, whether in print or in manuscript ; Almanacs, Prints, Maps, whether on paper, canvas or cloth, and whether printed or written ; and any description of Paper, Parchment, or Vellum, whether printed, written upon, or plain, together with any binding, mounting, or covering of or upon, or belonging to any Paper, Parchment or Vellum, and any cases or rollers of Prints or Maps, Book-markers, Pencils, Pens, or other articles usually appertaining to

any such Book, Publication, or Work, Paper, Parchment, or Velum, or necessary for its safe transmission.

67. Book Packets, on re-direction, are liable to Forward Postage, the charge being the same as upon a pre-paid Packet of the same weight when originally posted.

BOOK POST—INDIAN, ENGLISH AND COLONIAL.

68. Under the following conditions as to mode of Packing, Rates and conditions of Overland Book Post. exclusion of all communications of the nature of a Letter, and pre-payment of Postage by means of Stamps, Packets of Books, Publications, or Works of Literature or Art, whether British, Colonial, or Foreign, as defined in paragraph 62, and all Packets consisting of printed Votes and Proceedings of the Imperial Parliament or the Colonial Legislature, may be transmitted between any part of the East Indies, Great Britain, Malta, Gibraltar, the Australian Colonies, Hong-Kong, Ceylon, Mauritius, Aden, Singapore, and Penang, at the Rates of Postage given in the subjoined Tables.

69. The following Rates of Postage must be paid in advance by means of Stamps attached to the Packet ; no Packet exceeding three pounds (120 tolahs) in weight can be sent :—

TABLE A.

| | Scale of Postage Charges on Packet of Books not exceeding 3 lbs. in weight, sent by Book Post between India and Great Britain, Malta, and Gibraltar. | Rate. | | |
|---|--|-------|----|----|
| | | Rs. | A. | P. |
| 1 | For a Packet not exceeding 4 ounces in weight | 0 | 3 | 0 |
| 2 | For a Packet exceeding 4 ounces and not exceeding half a lb. | 0 | 5 | 6 |
| 3 | For a Packet exceeding $\frac{1}{2}$ a pound and not exceeding one lb. ... | 0 | 11 | 0 |
| 4 | For a Packet exceeding 1 lb. and not exceeding $1\frac{1}{2}$ lb. | 1 | 0 | 0 |
| 5 | For a Packet exceeding $1\frac{1}{2}$ lb. and not exceeding 2 lbs. | 1 | 5 | 6 |
| 6 | For a Packet exceeding 2 lbs. and not exceeding $2\frac{1}{2}$ lbs. | 1 | 11 | 0 |
| 7 | For a Packet exceeding $2\frac{1}{2}$ lbs. and not exceeding 3 lbs. | 2 | 0 | 0 |

TABLE B.

| Scale of Postage Charges on Packet of Books not exceeding 3 lbs. in weight, sent by Book Post between India and Hong-Kong, Ceylon, Mauritius, Aden, Singapore, Penang, and the several Australian Colonies. | | Rate. | | |
|---|--|-------|----|----|
| | | Rs. | A. | P. |
| 1 | For a Packet not exceeding four ounces in weight .. | 0 | 2 | 0 |
| 2 | For a Packet exceeding 4 ounces and not exceeding half a lb. | 0 | 4 | 0 |
| 3 | For a Packet exceeding $\frac{1}{2}$ a pound and not exceeding 1 lb. .. | 0 | 8 | 0 |
| 4 | For a Packet exceeding 1 lb. and not exceeding $1\frac{1}{2}$ lb. | 0 | 12 | 0 |
| 5 | For a Packet exceeding $1\frac{1}{2}$ lb. and not exceeding 2 lbs. | 1 | 0 | 0 |
| 6 | For a Packet exceeding 2 lbs. and not exceeding $2\frac{1}{2}$ lbs. | 1 | 4 | 0 |
| 7 | For a Packet exceeding $2\frac{1}{2}$ lbs. and not exceeding 3 lbs. | 1 | 8 | 0 |

70. The following conditions are to be observed in sending Book Packets by Post :—

1st.—The Postage must be pre-paid in full, by means of Postage Stamps affixed outside the Packet or its cover.

2nd.—Every Packet must be sent, either without a cover, or in a cover open at the ends or sides, so as to admit of the enclosures being removed for examination.

3rd.—The Packet may contain any number of separate Books or other Publications, Prints, or Maps, and any quantity of Paper, Parchment or Vellum (to the exclusion, however, of Letters, whether sealed or open), and the Books or other Publications, Prints, Maps, &c., may be either printed, written, or plain, or any mixture of the three. Further, all legitimate binding, mounting, or covering of a Book, Publication, &c., or of a portion thereof, will be allowed ; whether such binding, &c., be loose or attached ; as also Rollers in the case of Prints or Maps, markers (whether of paper or other wise) in the case of Books ; and in short, whatever is necessary for the safe transmission of literary or artistic matter, or usually appertains thereto.

4th.—The Packet must not contain any Letter, closed or open, or any enclosure sealed or otherwise closed against inspection, nor must there be any Letter, or any communication of the nature of a Letter, written or printed in any such Packet or on its cover. Entries, however, merely stating who sends the Book, &c., or to whom it is given, are not regarded as a Letter.

5th.—No Book Packet can be received if it exceeds two feet in length, width, or depth.

6th.—Any Packet which shall not be open at the ends or sides, or shall have any Letter, or any communication of the nature of a Letter written or printed in it or upon its cover, will be charged with Letter Postage.

7th.—If a Packet be found to contain any letter, whether closed or open, or any enclosure sealed or otherwise closed against inspection, or any other unauthorized enclosure, the Letter or enclosure will be taken out and forwarded to the address on the Packet, charged with full Postage as an unpaid Letter, together with an additional Book Rate, that is, with the Postage chargeable on a Book weighing not more than half a pound, the remainder of the Packet, if duly prepaid with stamps, will then be forwarded to its address.

8th.—If a Packet be not sufficiently prepaid with stamps, but nevertheless bear stamps equal to a single Book Rate, it will be forwarded charged with the deficient Book Postage, together with an additional Book Rate; but any Packet which shall not bear Postage Stamps equal to a single Book Rate, will be detained and charged with the Letter Postage.

9th.—No Book Packet weighing more than three pounds can be sent to and from the East Indies or to New South Wales.

10th.—The Colonial Book Post extends to those Colonies only which are so marked in the Table of Colonial and Foreign Postage.

11th.—In no case can a Book Packet be sent to the Colonies (except at the Letter Rate of Postage,) through a foreign country.

CHULANS.

71. Chulans of various Forms are required for the different classes of Letters and other articles passing through the Post Office. A specimen of the Form to be used for each class is given in the

Various descriptions of Chulans.

Appendix. They are six in number, *viz* :—

1. Letter Chulans.
- 2.—Steam Postage Chulans.
- 3.—District Post Chulans.
- 4.—Packet Chulans.
- 5.—Banghy Advice Chulans.
- 6.—Banghy Transit Chulans.

72. Inspecting Post-masters must take care that the supply of printed forms of Chulans is never in any Office allowed to fall below that required for two months' consumption. Much trouble is given when slips of paper are used as Chulans.

73. Letter Chulans are to be numbered consecutively from the 1st of May in a separate series for each Office to which Packets may be sent. An Index (Form 16), to be kept both in the Despatching and Receiving Office, will enable the Despatching Officer to number the Chulans correctly, and without trouble, even when several days have elapsed since the last Packet was despatched, and will enable the Receiving Officer to ascertain at once the miscarriage of any Packet.

Letter Chulans, Form 1.

Chulans to be numbered in a separate series for each Office.

74. The Letter Chulan must show correctly the number of each kind of Letter despatched, and the amount of unpaid Postage to be collected. Overland and Ship Letters will not be separately entered.

75. Should the Postage be incorrectly charged, the Receiving Officer will mark in red ink the correct amount on the Chulan, and send the corrected Chulan to the Inspecting Post-master

If Postage is incorrectly marked,

by the first Post. When this is not done, the Receiving Officer must be held responsible for the Postage charged in the Chulans which have been received.

76. When the number of Letters received does not correspond with the entries in the Chulan, a notice must be sent by the first Mail to the Despatching Office. Printed Forms of Notice should be supplied by the Post-master General of the Presidency.

77. Every Chulan must be marked with the dated Office Stamp at the time that it is compared with the contents of the Packets with which it is received.

78. Steam Postage Chulans must accompany all Letters on which unpaid Steam Postage is due, and as Inland Indian Postage is still chargeable in addition to Steam Postage, the Steam Postage Chulan must be distinct from the ordinary Letter Chulan, the Steam Postage being entered in the Steam Postage Chulan, and the Inland Postage in the Letter Chulan, except at the Presidencies. Steam Postage Chulans will have to be prepared when there are re-directed Letters for despatch.

79. District Post Chulans require no remark ; they are to be filled up in a manner similar to ordinary Letter Chulans. Forms should be supplied in the Vernacular to all District Post Offices. The Packet Chulan is merely a list of the Packets contained in each Wallet or Transit Packet or Bag.

80. The use of each description of Banghy Chulan is explained under the Section "Banghy," paragraphs 28 and 29. They are to be numbered on the same system as Letter Chulans.

81. Letter Chulans will be filed in the Office of receipt. Steam Letter Chulans to be and Banghy Chulans will be returned to the filed, Office whence they are received by the first

Mail, after the receipt of the articles invoiced.

82. The Sorting Office Chulan prescribed in the first edition of the *Manual* having been found unnecessarily complex, its use has been dispensed with; only one form of Letter Chulan will in future be used. Letters sent to a Sorting Office for delivery will *not* be invoiced in the same Chulan as those sent to be sorted. Letters sent to a Sorting Office to be sorted must be packed separately from those sent for delivery, and if only one Chulan is used for both Packets, it is obvious that either the Station delivery or the Sorting must be delayed while the Chulans are sent from one Department of the Office to another. The Chulan in which Letters to be sorted are invoiced will have the word "Sorting" written upon it, or if the number of Sorting Offices is largely increased, a certain number of Chulans can be supplied of any colour to denote that they contain Letters to be sorted. In the Despatch Register the Packet to be sorted will be entered as a second Packet, and be distinguished in the Register by the letter "S." in the column of remarks.

83. Assorted Letters despatched from a Sorting Office for delivery, may be entered in one Chulan with the Station Letters, or if it be more convenient, a separate Chulan may be sent with the Packets of Assorted Letters. The hour at which the Mails arrive, and are despatched, will determine which course is the most convenient.

84. No Register will be kept at any Sorting Office of the number of Letters received to be sorted. Chulans to be filed and indexed, Form 16. The Chulans will be carefully filed, and an index kept of their numbers. Immediate inquiry must be made if any irregularity appears in the

number of the Chulans received. Indices (Form 16) will in future be kept of the numbers of all Letter Chulans either received or despatched.

DESPATCH OF MAILS, AND RULES FOR POSTING OF LETTERS.

85. Letter Boxes for the receipt of unregistered Letters and Newspapers must be fixed in conspicuous places outside of every Post Office and in other convenient sites in every Post Town. The words "Letter Box" must be painted on or above each Box in English and the Vernacular in legible characters.

Letter Boxes to be fixed in convenient situations. . .
Post-masters General to strive to increase facilities for posting Letters.

86. The attention of Post-masters General and Inspecting Post-masters should be especially directed to the practicability of increasing the facilities for posting Letters. The Post Office no longer grants Receipts for Letters when they are posted, and it is more than ever desirable that every person should have the means of posting his own Letters near to his own house. It is, however, necessary to adopt measures for the secure transmission to the Post Office of Letters thrown into the several Letter Boxes. When circumstances do not admit of a trustworthy person being deputed daily to collect and bring to the Post Office the Letters posted in the detached Letter Boxes, the object will perhaps be attained most conveniently by the use of a small light wooden or tin moveable Box inside of a heavy outer Box of iron or wood. The outer Box should not be moveable. The opening in the inner Box can be connected with the outer opening by a tin pipe or shoot.

87. About half an hour before the time fixed for the despatch of the Mail, the Letter Box should be opened in the Post Office, the Letters taken out, examined and weighed; all Postage Stamps should be carefully obliterated by defacing each Label with obli-

Letter Boxes to be opened half an hour before close of Mail.

Letters, &c., to be weighed, &c., and Stamps obliterated.

terating ink, with the Stamp supplied for the purpose; unpaid or insufficiently paid Letters should then be marked with the proper Postage, and with the Paid or Unpaid dated Office Stamp.

88. The Letters having all been weighed, taxed, dated, and all Postage Stamp Labels obliterated, should be sorted, according to the places to which they may be directed. *Every Post Office should be supplied with a "Transit List," showing the manner in which Letters for every Post Office in India are to be disposed of.* Letters for places to which Packets are sent direct will be placed in Packets addressed to those places; other Letters will be packed into the Packets or Bags addressed to the Sorting Office whence they will be forwarded. (*R. Sects. IX. and XXXVII.*)

89. Packets may be of paper or cloth, according as the numbers of Letters to be despatched is large or small. The Offices for which Letters are usually posted must be well known, and Tickets should be kept ready addressed to those places.

90. The Letters having been sorted must be counted, and a Chulan prepared, showing the total number and Postage due on the Letters of each description for each Station; the entries in the Chulan must be copied in the Register, the Letters folded up in the Chulan and placed in the Packet or Bag, which will then have a Label pasted on, and be finally closed. When despatching Letters for Sorting Offices, the Letters of each description are to be tied in separate bundles, according as they are Paid, Unpaid or Service. The Packet Label should be printed, and show as in margin the name of the Office to which the Packet is addressed, and that from which it is despatched. If a Packet is sent with an illegible direction, the writer by whom it may be sent will incur a fine.

Chulan to be prepared
and Packet closed.

Tickets.

TO THE AGRA POST
OFFICE.

From
Burdwan
Post Office. }

91. The institution of Sorting Offices will, in a great measure,
 Sorting Offices. render the use of Transit Bags unnecessary,
 but as their use will still sometimes be
 convenient, an explanation is given of the manner in which they
 are used.

92. They are intended to save trouble and time, at as many
 Stations as possible between the Posting
 Transit Bags. and Delivering Offices. Supposing that ten
 Packets are despatched loose along any line for places at a distance,
 and that five Post Offices are passed before the first
 Packet reaches its destination, it is obvious that every one of the
 five Post Offices between the Posting Office and the Office at
 which the first Packet is delivered, must count, examine, number,
 and register every one of the ten Packets; whereas if the whole
 ten had been enclosed in a Transit Bag, addressed to the first
 Delivering Office, trouble and time would have been saved at the
 intermediate Offices.

93. When several Packets for the same place reach any Office
 by a cross Mail, they should be tied up
 Transit Packets. together with the Office Packet for the same
 place and forwarded as one Packet: the ticket of address should
 be over the knot of the string by which the bundle of Packets
 is secured. The bundle of Packets is styled "Transit Packet."

94. At each Presidency Post Office, Newspapers and Letters
 will be received every day, Sundays excepted,
 Hours of receipt at Presidency Post Offices. for despatch, from 10 A. M. till 6 P. M., after
 which hour they will be received till 7 P. M., on payment of an
 extra half-rupee each, which shall be credited to Government.
(R. Sect. XI.)

95. At Receiving Houses and places where there are Letter
 Boxes, Letters, Papers and Packets not exceeding twelve tolahs in weight will be received
 At Receiving Houses. daily from 11 A. M. to 4 P. M., or at such other hour as may be
 determined by the Post-master General, provided that no Receiving

ing House shall remain open for less than five hours daily, and that Letter Boxes for Letters unpaid and pre-paid by Stamps be kept open, day and night, except for a quarter of an hour subsequent to the time fixed for the closing of each Mail. (*R. Sect. XII.*)

96. At Provincial Post Offices, Letters and Newspapers will be received for despatch from 10 A. M. till 5 P. M., after which hour they will be received till 5 $\frac{3}{4}$ P. M., on the sender paying an extra half-rupee each, to be appropriated as provided in paragraph 93. (*R. Sect. XIII.*)

97. From each Presidency Post Office the Mails shall be despatched daily at 8 P. M., and the Banghies as soon after as possible. (*R. Sect. XIX.*)

98. At Provincial Post Offices the Packets for all Mails to be despatched in the course of the night shall be finally closed at 6 P. M.; but for Mails which usually pass in the course of the day, the Packets shall be made up half an hour before the time appointed for the arrival of such Mails, which are in no case to be subjected to any detention beyond the regulated time. Notice of the hour at which such Packet is closed shall be hung up outside the Office, both in English and the language of the District, after which hour Letters, Papers or Parcels received shall not be forwarded till the following day, unless such Mails should not arrive until after 6 P. M., in which case a second Packet shall be made up. (*R. Sect. XX.*)

99. Strict orders should be given to all Deputy Post-masters and Writers, to write the words "Taken from the Letter Box without Stamps," on every Letter, &c., posted at their Offices, from which Postage Stamps may appear to have been removed prior to their having been deposited in the Letter Box.

100. The Post-master at any Station, or person in charge of the Office, shall have power to refuse Letters, Papers, or Parcels bearing the appearance of Letters, &c., damaged not to be received.

having been opened and re-closed, or otherwise improperly dealt with, unless the writer or sender thereof shall attest with his full signature that they were sent in that state. (*R. Sect. XXI.*)

101. When the number of covers received at any Post Office shall cause the weight of the Mail to exceed the regulated weight, the Post-master is authorized to keep back a portion of the heavier public Despatches and imported Newspapers till the following day, but private Letters and public Letters marked "Despatch" shall not be kept back. (*R. Sect. XXX.*)

When bulk of Mails exceeds regulated Weight how to be disposed of.

102. The name of the sender of any Letter, Paper or Parcel shall not be demanded in any Post Office, whether the Postage be pre-paid or not. (*R. Sect. IV.*)

Name of sender of any Letter, &c., not to be demanded.

103. Letters, Papers or Parcels shall be received at any Presidency or Provincial Post Office, or Receiving House, for delivery at the same Station, within the ordinary range of delivery. (*R. Sect. V.*)

Letters to be received at any Station for delivery at such Station.

DISTRIBUTION AND RECEIPT OF MAILS.

104. On the arrival of every Mail, the Packet should be carefully counted, examined and compared with the Chulan, and all Registered Letters taken out and put in train for disposal : the Mail Bags should then be *turned inside out*. The Post-master or other Officer in charge of a Post Office must always be present at the opening and distribution of the Station Mails.

Receipt of Mails.

105. As each Packet is opened, the Letters will be counted and marked with the dated Stamp, the Postage calculated, and the Chulan, if correct, receipted and filed, and the necessary

Mode of distribution to Pcons.

entries made in the Receipt Register. The Letters will then be distributed to the Peons, and into the Thannah, Forward, and Deposit Boxes. When the whole Mail has been distributed, an account of the number and Postage of the Letters with each Peon, and in the Thannah, Forward, and Deposit Boxes, will be entered in the Peons' Book by the Deputy Post-master himself, care being taken that the entries are correct, and that the totals agree with the Register : if there is any discrepancy, the Peons must not leave the Office until the mistake is discovered and rectified. The initials of each Peon should be taken in the margin of the Peons' Book, as an acknowledgment of his having received the number of Letters charged to him.

106. No excuse should be accepted for neglect on the part of a Post-master to attend to the distribution and despatch of Mails, and personal attendance must be insisted on. The fact of the hour being generally an inconvenient one may diminish the value of an appointment in the Post Office, but does not render the performance of the duty less incumbent on one who has accepted service in the Department.

107. The Bearing Postage on Letters delivered must be paid in daily by the Delivering Peons. Credit is not to be allowed on any pretence to any person : the accounts of each day must be closed in the evening of the same day.

108. The Chulans received with each Mail should be filed as their Packets are opened in the order in which they are entered in the Receipt Register. Neglect of this simple precaution renders an examination of the Receipt Register a matter of great difficulty. Where this irregular filing of Chulans is practised, it should be assumed that the Post-master neglects to compare the Register and Chulans, and he should be considered liable to censure and punishment.

109. Letters directed to Native Officers, or men of Regiments or Detachments, shall be delivered to an Orderly, or any other fit person, who shall be deputed by the Officer Commanding the Regiment or Detachment to receive the same ; but Letters on which Postage may be due shall not be delivered to such person unless the postage be first paid. (*R. Sect. XXXIV.*)

110. Whatever Postage is marked on a Letter, Paper or Parcel must be paid at once on delivery, after Complaints how to be preferred. which any complaint of over-charge will be duly attended to. In all complaints of over-charge or unnecessary delay in delivering Letters, Papers or Parcels, the covers or envelopes bearing the Post Office Stamp must be presented for inspection ; and when complaints are preferred against any Peon, the number on his badge should be specified. (*R. Sect. XVIII.*)

111. At each Presidency Post Office, there shall be three deliveries daily, the first delivery not to be later than 7, the second at 11 A. M., and the third at 3 P. M., at which hours, respectively, the Peons shall quit the Office with the Letters, &c., entrusted to them. All Letters, Papers, and Parcels received from 3 P. M. till 5 A. M. shall be sent out at the first delivery, all from 5 to 10 A. M. at the second delivery, and all from 10 A. M. to 3 P. M. at the third delivery, and Mails received after 3 P. M. shall not ordinarily be opened till the following morning, except when received by Express or from Seaward. (*R. Sect. XV.*)

112. At Provincial Post Offices the delivery of Letters, Papers, and Parcels must depend upon the hour of the arrival of the Mails at each Station, after which they shall be delivered with all possible despatch. (*R. Sect. XVI.*)

113. The Delivering Peons are prohibited from going out of their usual course to deliver Letters, Papers, or Parcels, and from delivering them without Immediate payment of Postage required.

immediate payment of the exact amount of Postage ; and they are not bound to give change. Should they be subject to detention, they are not to deliver the Letters, Papers or Parcels, but to return them in the evening to the Post Office for delivery the following day. (*R. Sect. XVII.*)

114. On the delivery of a Registered Letter, a receipt for the same must be given to the Delivery Peon. (*R. Sect. XXIV.*)

115. All Letters, except those contained in Sorting Packets, which, from any cause, cannot be delivered at once, must be entered in the Deposit Account of the Peons' Book. The entries in that Account should show the Letters retained to be re-directed, even though they are not made over to any Peon.

All Letters not delivered to be entered in Deposit Account.

116. The punctual delivery of Letters by the Delivering Peons is one of the first objects of the Post Office, and it is that which is perhaps the most difficult of attainment ; it is only by constant vigilance that the superior Officers of the Department can hope to prevent or even to check the suppression and theft of Letters by the Delivering Peons.

Punctual delivery of Letters.

117. When several Letters miscarry, which were posted in different Post Offices, and addressed to parties residing within the beat of any particular Peon, the responsibility for their loss must be divided between the Peon and the Distributing Clerk, but in the majority of cases, the circumstances attending each will be sufficient to relieve the one or the other from the stigma of dishonesty. When there are grounds for suspicion against any Peon, he should be strictly watched. Marked Letters should be given to him, inquiries made of the Addressees, and all lawful means taken to ascertain the truth and obtain evidence sufficient for conviction, should the suspicion be well founded. In other cases, though the evidence may not be sufficient to justify a criminal prosecution, it may be ample to authorize the discharge of the suspected party.

Steps to be taken to detect and punish misconduct.

118. Cases not unfrequently occur in which errors committed by the senders of Letters are imputed to dishonesty on the part of the Post Office Officials.

Tendency to excuse
Post Office Establish-
ments.

There is a tendency to exaggerate the number of such errors, and to make use of them to throw doubt on alleged acts of neglect and dishonesty of which Post Office servants have really been guilty. Too many Post-masters are in the habit of trying to screen and find excuses for their Establishments, instead of making a strict and impartial inquiry into every complaint or charge which may be brought against any individual on their Establishment.

119. It is impossible for any Post-master in all cases to prevent theft and misconduct on the part of his subordinates, but if, by taking up a complaint as a charge against himself, he delays and throws difficulties in the way of an investigation, he becomes practically an accomplice of the wrong-doer. Any exhibition of the feeling indicated above must be visited with severe censure, and even if it does not lead to removal from the Department, will act as a bar to promotion.

Punishment which will
be inflicted.

120. It is only by careful and constant attention, and the investigation of all complaints which are made, that Post-masters and Deputy Post-masters can secure the Public against loss. The Peon or the Clerk who finds that he has with impunity stolen one Letter, will of course be encouraged to continue the practice, whereas had he found himself watched, even though his first act of dishonesty passed unpunished, he would very probably be deterred from a repetition of it.

Constant vigilance re-
quired.

121. Whenever the loss of a Letter is reported, inquiry should in every case be made of the Despatching and Receiving Office as to whether the missing Letter was noticed in either Office. In small Offices, where few Letters are daily delivered, the Deputy Post-master will often, from his own recollection, be able to state

Loss of any Letter to
be reported.

positively that a particular Letter, which may not have been delivered, was received in his Office or was despatched; and even in Offices of more importance, it will often happen that the Clerk by whom a Mail is opened or despatched may be able to give direct evidence as to the fact of a Letter having passed through his hands.

122. All Letters, Papers and Packets whatever, received at any Post Office, by Post, for delivery at such Office, are to be stamped with the appropriate Office Stamp, and marked with the date of the month and year; but the amount of Postage paid or due is not to be marked, unless the Letter has been under-charged with Postage at the Despatching Office. (*R. Sect. XXXVIII.*)

123. In commercial towns, during the hot season, should an important Mail arrive after 6 P. M., it may be opened, and Letters delivered to persons who may send for them; but in such cases care must be taken that Public Notice is given, so that *all alike* may have the power of sending for their Letters.

No discretion can be left with a Deputy Post-master as to the delivery of Letters. If any Packet is opened, the whole of its contents must be distributed, and the option of receiving their Letters given to the Public generally.

124. At all Mofussil Stations, when the Overland Mails arrive after 6 P. M., they should invariably be opened and sorted at once, so that the Public may have the opportunity of obtaining their Letters, &c., by sending to the Post Office for them.

125. At such Post Offices as have more than one delivery daily, all Letters, Papers and Packets must be marked with a Stamp, showing at which delivery they were distributed. (*R. Sect. XLV.*)

126. Expresses may be employed by private individuals at the discretion of the Post-master applied to, on payment being made at the rate of four annas per mile in advance. (*R. Sect. XXXIII.*)

Expresses for private persons.

At such Post Offices as have more than one delivery daily, Letters, &c., to be stamped 1st, 2nd, or 3rd, according to the delivery.

127. Public Despatches to be transmitted by Express must bear on the face of them the words "By Expresses," and the signature in full of the Officer sending them. (*R. Sect. XXXI.*)

128. As the employment of Expresses interferes with the celerity and regularity of the ordinary Mails, and is attended with expense, Public Officers are enjoined to employ them as sparingly as possible, and any Public Officer despatching an Express, when the exigency of the Public Service does not, in the opinion of the authority to whom he is subordinate, require it, will be held answerable for the expenses attending that method of transmission. Public Expresses from a Presidency Post Office can only be ordered by a Secretary to Government. (*R. Sect. XXXII.*)

129. Expresses must be immediately delivered to the Addressee, even if received at a Post Office in the middle of the night.

130. On roads on which there is a Mail Cart Establishment, Expresses should be conveyed on horseback, not in Mail Cart.

131. Rules regarding changes of Address :—

1st.—Letters arriving at the Presidency Towns by Mail Steamers, will be immediately sorted for delivery without any reference to instructions which may have been received regarding change of Address. Such changes will be left to be discovered by the Delivery Officers, and be corrected in the Forward and Unclaimed Departments of the Office.

2nd.—A separate instruction will be required for every change of Address, and no instruction will be attended to for more than three months after its receipt.

3rd.—Under Section XXIII. of Act XVII. of 1854, Forward Postage will be charged in addition to all other Postage due or paid thereon, upon every Letter without exception, which may be re-directed in any Post Office. For example, if a Letter posted in Calcutta and addressed to Hooghly, under instructions which may have been received from the Addressee re-directed in the Calcutta

Post Office, and sent to Barrackpore, Forward Postage will be charged in addition to the Postage which would have been due had the Letter been despatched to Hooghly according to its original Address.

4/h.—The practice of giving instructions to the Officers of the Post Office to intercept and re-direct Letters not only imposes much labour upon them, but in large Offices seriously retards the delivery and despatch of the Mails. A Register of instructions regarding changes of Address will be kept in every Post Office, but it must be understood that it is impossible to guarantee that they shall be attended to, except in the case of Letters received for delivery.

FINES.

132. Fines are to be imposed on Post Office Establishments for all petty acts of carelessness or mismanagement, which may produce inconvenience to the Public Service, or interfere with the uniform and systematic working of the Establishment.

Fines to be imposed for all petty acts of negligence.

133. Any person committing any of the offences specified in the list given below, will be punished by the fine attached to its commission, *in addition to any other punishment which the peculiar circumstances of any case may render necessary.*

Fines to be in addition to any special punishment which may be necessary.

134. The parties who may detect fineable errors and mistakes will, as a general rule, be entitled to receive the amount of the fine allowed; but it must be clearly understood, that this grant is not intended as a set-off against fines incurred, and that the claim of the detecting Office cannot in any way act as a bar against the cancellation by the Post-master General of the Presidency of the whole or any portion of a fine incurred.

Persons detecting errors will generally receive the fine imposed.

135. Notice of the detection of a fineable offence must be sent by the *first Mail despatched* to the Office in fault after the detection of the offence, and should be written on the back of the Letter Chulan.

Notice of a fine must be sent by the first Mail after detection.

Not claimable for Offices to which Packets are not made up.

136. No fine can be claimed by one Office from another to which it does not make up Packets.

137. Ten per cent. on all fines passed by the Post-master General will be sent to the Post-master General's Office to cover the cost of printing Fine Statements, Bills, &c.

Ten per cent. to be re-mitted to Post-master General.

138. Fine Bills* must be submitted with an Account of the previous quarter, and a Certificate (Form 17) quarterly, with vouchers attached, for check in the Office of the Post-master General.

Quarterly Bills to be submitted.

* Form 18.

After examination and correction, they will be forwarded for payment to the Office from which they may be due. If the correctness of the claim is allowed, the amount of the Bills is to be sent in Postage Stamps to the detecting Office, as a Registered Letter, with a receipt for signature.

139. No Fine Bill will be passed, unless received at the Office of the Post-master General of the Presidency within thirty-one days after the close of the quarter in which the fines were incurred.

Bills to be submitted within a month.

140. A Frontier Office, under the superintendence of one Post-master General, is authorized to claim fines from an Office under another Post-master General, but his Bills must be submitted for approval to the Post-master General under whom the Office may be from whom a fine is claimed. No Office, not a Frontier Office, can claim or is liable to a fine from any Office within the jurisdiction of another Post-master General.

Frontier Office may claim fines from a Frontier Office.

141. Correspondence on the subject of fines between Post-masters or Deputy Post-masters is prohibited; if any Official in charge of a Post Office consider, that he or his Subordinates have been unjustly fined, he is at liberty to submit, in the prescribed Form,* the objection which he wishes to urge. The Form having been sent to

Correspondence prohibited.

* Form 20.

the detecting Office for a reply to the objection, will be forwarded thence, with the vouchers objected to, to the Post-master General of the Presidency, who will pass a brief final order deciding the dispute. The Form will then be returned to the objector for his guidance. No discussion should ever be permitted in regard to fines remitted partially or in whole, and though in some cases an objection may be disallowed, which fuller explanation might show to have been valid, it would be extremely inconvenient to permit a system of correspondence to be commenced, which it would be almost impossible to fix any bounds to. When an obviously frivolous objection is raised, the fine appealed against should be doubled. When a groundless claim is knowingly preferred, double the amount claimed should be levied from the party claiming. This Rule is, of course, not intended to meet cases of actual fraud when vouchers are garbled or forged.

142. The several Forms to be used in carrying out the system of fines are given in the Appendix.* They should be printed, and supplied from each Post-master General's Office : uniformity in the size of the paper used for the several vouchers will save a great deal of time and trouble.

Forms to be printed and supplied by Post-master General.

* Forms 17 to 20.

143. When the aggregate fines against any Office are heavy, the person in charge of the Office is generally either incompetent or indolent ; it should be generally understood throughout the Department, that if in two successive quarters the amount of fines incurred by any Office is considerable, the person in charge will be liable to dismissal.

Head of Office responsible for fines.

144. List of finable offences :

| Description of Offence. | Fine to be levied. | | | Vouchers required to substantiate a Claim. |
|---|--|-----|----|--|
| | Rs. | As. | P. | |
| 1. Mis-sending a Transit Bag or Wallet | 3 | 0 | 0 | { Receipt of the Office to which the Transit Bag or Wallet was addressed. |
| 2. Mis-sending a Packet or Parcel ... | 0 | 8 | 0 | Receipt as above. |
| 3. Mis-sending a Letter | 0 | 2 | 0 | Receipt as above. |
| 4. Neglecting to enter a Packet in a Packet Chulan, showing whence it was despatched or to what place addressed, each omission | 0 | 2 | 0 | { Certificate of detecting Office, and notice on first Chulan despatched. |
| 5. Neglecting to return a Banghy Transit Chulan by the first Post after the receipt of the articles. | 0 | 4 | 0 | As above. |
| 6. Neglecting or refusing to pay, within fourteen days, any Fine Bill passed by a Post-master General | Double the amount of the original Bill. | | | |
| 7. Despatching a Packet, whatever its contents, of less size than six inches by three ... | 0 | 2 | 0 | { The original cover of the Packet. |
| 8. Despatching a Packet without the name of the Despatching or Delivering Office, or both illegibly written | 0 | 2 | 0 | As above. |
| 9. Mis-directing a Packet | 0 | 8 | 0 | { As above, with a Receipt from the Office to which the Packet should have been addressed. |
| 10. Colluding with other Establishments to conceal any of the foregoing offences, or omitting to claim fines for them ... | A fine equal to that imposed on the offence concealed. | | | |
| 11. Neglecting to send an Advice Chulan before a Parcel, or to transfer the Advice Chulan when any Parcel has to be transmitted, as a forward one, to another Office | 0 | 4 | 0 | As in No. 4. |

INSPECTING POST-MASTERS.

145. Eventually it will perhaps be desirable to restrict the powers of Inspecting Post-masters to the limits which were originally prescribed for Inspectors, but it would be extremely inconvenient and dangerous suddenly to release from local control all the ill-paid and ignorant Dawk Moonshees in charge of small Provincial Post Offices. The distant authority of the Post-master General would act too slowly, and with too much uncertainty, to be efficient; and if the Inspecting Post-master had not the power of issuing and enforcing orders, great confusion and much fraud would unquestionably be caused by the removal of the control of the local paid and ex-officio Post-masters.

146. It is proposed that the Post-master General shall determine what Deputy Post-masters are sufficiently intelligent and trustworthy to be at once placed on the footing of independent Post-masters. The Officers placed in this class will correspond direct with the Post-master General and will be subject to inspection, but except in cases of emergency, will not receive direct orders from the Inspecting Post-master—in fact, they will be almost exactly in the position of Post-masters under the former system.

147. All other Deputy Post-masters will be directly under the orders of the Inspecting Post-master of the Division. Orders from the Post-master General regarding them will be addressed to him, and he will be empowered to suspend any one who may neglect his duty or disobey orders. The relation of the Inspecting Post-master to these Deputy Post-masters will be very similar to that hitherto borne by a Subordinate Post Office Writer to the Post-master of the Sudder Station, except that the Monthly Accounts will not be submitted by the Inspecting Post-master.

148. Inspecting Post-masters should use the Deputy Post-master's Writers or Moonshees of the Office at which he may halt, to assist him in his English and Vernacular correspondence. It will completely defeat the object for which Inspecting Post-masters have been appointed if they are allowed establishments.

149. Should any Division be too extensive, application should be made for the appointment of an additional Inspecting Post-master, but on no account will establishments be sanctioned.

150. The Inspecting Post-master will be required to visit daily the Post Office of any place in which he may be staying, and will, to a great extent, be responsible for the working of the Office during his stay. All orders and instructions given by an Inspecting Post-master must be in writing. An Order Book should be kept in each Post Office in which the orders should be recorded. The general purport of such Orders must also be noticed in the Diary.

151. The Road Establishments in each Division will be under the Inspecting Post-master, and it will be his special duty to superintend the Establishment of Overseers and Runners, to see that they receive their pay punctually and in full, and to punish neglect. He must pay attention to the state of the Ferries and Ferry Boats on Mail lines in his Division, and address the proper local authority in case of any irregularity or defect which may delay the transit of the Mail.

152. The extent of power over Road Establishments, which can be delegated to Inspecting Post-masters, will vary according as each line is under contract—or *secondly*, managed by Contracting Overseers—or *thirdly*, managed by Overseers on fixed salaries—or *fourthly*, is without Overseers. It must also vary according to the degree of confidence which the Post-master General may feel in each Post-master.

153. In the first case little or no control can be exercised ; it will only be necessary to assist the Contractor in his Ferry and Rainy Season arrangements, and to report to the Post-master General any systematic neglect or improper practice which may be observed. In the second case also, little direct interference should be exercised ; the Runners should be considered as liable to dismissal by the Overseer, but while employed they will be entitled to the wages allowed by Government. In the third and fourth cases, the Post-master is in the position of Contracting Overseer, but except on short cross lines, this system is a bad one, and should be gradually superseded by one of the first mentioned.

154. Inquiry into complaints regarding the despatch and delivery of Letters will perhaps be the most important duty of the Inspecting Post-master ; he should take every means in his power to ascertain the degree of confidence which is placed by the public in each Deputy Post-master in his Division. When there is reason to believe that fraud is practised either upon the Government or upon persons posting Letters, or that Letters are not delivered, he should at once proceed to the spot and use his utmost exertions to obtain proof against the delinquent. If the proof obtainable is not sufficient to justify a criminal prosecution, but is of a nature which leaves no moral doubt of guilt, he should either exercise his own authority and suspend the guilty person, or report the case for the orders of the Post-master General.

155. It will be the duty of the Inspecting Post-masters to see that the Daily Cash Account and Peons' Book are kept up punctually in every Office in his Division ; he should, if necessary, explain the Accounts thoroughly to each Deputy Post-master and Writer, and should circulate in the Vernacular all Orders which, if not translated, would be likely to be misunderstood by persons who know but little English.

156. The Banghy and Letter Registers should be carefully compared with the original Chulans, and all discrepancies noted, corrected and reported by the Inspecting Post-master.

To check Chulans and Registers.

157. The most convenient mode of providing for the payment of Post Office Establishments in the interior of Districts will probably vary with local circumstances, and in Bengal, at least, it will in some cases be necessary to send cash from the Sudder Station. When this is the case, the necessary amount should, I think, be made over by the Deputy Post-master of the Sudder Station to the persons by whom the pay of the Road Establishments are disbursed. The payment will thus appear in the Sudder Post Office Accounts but if made by a Draft on the Treasury, it will not be necessary that any cash should pass through the hands of the Deputy Post-master of the Sudder Station. The Road Establishment being independent of the Office Establishment and of Deputy Post-masters, the latter will at once bring to the notice of the Inspecting Post-master any delay or irregularity in payment of which they may have reason to complain. The receipts of the Establishment must be attested by the Inspecting Post-master.

Mode of providing for payment of Establishment.

158. All Deputy Post-masters will be responsible for the working of the Post Office under their charge; those whom the Post-master General may think sufficiently intelligent will correspond with the Post-master General; the rest will be under the orders of the Inspecting Post-master of the Division, who will address him on all points of doubt, and will receive orders through him. He will be held responsible for the punctuality with which the Accounts of the Deputy Post-masters under him are submitted, and it will be his business to see that no errors are committed through want of acquaintance with the Instructions which have been issued.

Responsibility of Inspecting and Deputy Post-masters.

159. In some special cases, it may be judicious to retain the supervision of Ex-officio Post-masters, but every such case must be treated as an exception, and it will generally depend upon the interest which the incumbent takes in the Post Office whether the course is advisable or not.

Ex-officio Post-master
in some cases to retain
charge,

160. The observations in the preceding paragraphs to relate chiefly to the degree of authority to be exercised by Inspecting Post-masters over the Post Office within their respective Divisions.

Authority of Inspect-
ing Post-masters.

161. Every Officer exercising the powers of Inspecting Post-master has discretionary authority to enter and examine with or without previous notice, the Books and Records of any Post Office in the Divisions adjoining that in which he may be employed, notwithstanding that the Post Office may be situated in another Presidency. Any Officer acting under this rule will, of course, be held responsible if he intrude into a Post Office not under his charge, without sufficient reason, or if his conduct displays any want of proper courtesy to the Inspecting Post-master or Deputy Post-master of the Office which he may visit.

162. The following General Instructions and Paper of Questions will indicate in more detail the points to which special attention is to be paid, but it must be understood that they are not intended to prevent the Post-master General from restricting or extending the authority of an Inspecting Post-master in any special case.

General Instructions.

163. The duties of an Inspecting Post-master extend to every Department, and every detail of the Post Offices within the circle of his inspection. He must make himself thoroughly acquainted with the practice of each Office, with the mode in which the work of the Office is distributed, with the amount of supervision exercised by the Post Master, and the general character of each Subordinate in each Office.

All Departments to be
inspected.

164. He must report every deviation from the authorized system, and warn Post-masters and Deputy Post-masters as well against keeping up unauthorized Accounts and Registers as against omitting to keep regularly those which are ordered.

165. Each Office must be visited, thoroughly inspected, and a full Report given once in each quarter. A Quarterly Inspection Report to be furnished. Forms of the Quarterly Report will be furnished. Every Inspector must keep a Diary of his Official proceedings; this Diary must be despatched weekly to the Post-master General, and any wilful omission in the Diary, or neglect in its preparation, will be punished by removal from Office.

166. The Inspecting Post-master will enter in the Form supplied for the purpose, the hour of arrival and despatch of the several Mails from the Office to include a memo. of distribution of all Mails. Form. at which he may be; he will draw attention to any irregularity or detention, and suggest the remedy which may appear to him likely to correct the evil.

167. The Inspecting Post-master must daily visit the Post Office of the Station at which he may be, and remark on every instance of the continuance of irregularities which have been once reported. He should invariably, on the first day of his arrival at any Station, count and compare the cash in hand with the Daily Cash Book, and report any deficiency or irregularity which may be discovered. He should also compare the Undelivered Letters in deposit with the Deposit Account, and the Peons' Book, and report whether the number and Postage entered therein is correct or not.

168. When an Inspecting Post-master has to communicate an order or instructions to all the Post Offices in his Division, and he may not be provided with a sufficient number of printed Copies of the Order or Circular, he should circulate two or three Copies, with directions to each Deputy Post-master to copy the Order in his Orders to be circulated when printed copies may not be available.

Office Order Book, and forward the original, signed and dated, to the next Office, until eventually it be returned to the Inspecting Post-master.

169. The following are the Books and Accounts ordered to be
List of Books. kept up at every Post Office :—

LIST OF BOOKS TO BE KEPT UP IN ALL POST OFFICES.

| | |
|--|---------|
| Abstract Register of Letters received and despatched, | |
| Forms 9 and 10 | 2 vols. |
| Register of Banghy Parcels, received and despatched, Forms | |
| 9 and 10 | 2 „ |
| Banghy Transit Register, Form 11 | 1 „ |
| Index of Letter Chulans despatched and received, Form 16 | 2 „ |
| Index to Banghy Chulans despatched and received, Form 15 | 2 „ |
| Register of Letters received, Bearing Steam Postage ... | 1 „ |
| Register of Packets received in Transit to other Offices, | |
| Form 4 | 1 „ |
| Pcons' Book | 1 „ |
| Treasury Remittance Book, showing sums sent to the Reve- | |
| nue Treasuries | 1 „ |
| Check Receipt Book of Registered Letters despatched ... | 1 „ |
| Register of Bullock Train Parcels received by Cooly or | |
| otherwise | 1 „ |
| Daily Cash Book. | |

- * Skeleton Book for filing Letters received.
- * Ditto ditto for Circulars.
- * Despatch Letter Book, containing copies of all Letters despatched, (lithographed or printed Letters need not be entered.)

Contingent Bill and Cash Account Book.

| | |
|--|--------|
| Register of the Hours of Receipt and Despatch of Mails | 1 vol. |
| Account of Postage due on Service Letters | 1 „ |

* In large Offices separate Books will be required for different Departments.

In Offices where Dawk Bearers' Accounts are kept :

A Rough Diary of Order and Directions for laying Dawks 1 vol.
 Detail of Receipts and Disbursements on account of Dawk
 Bearers 1 „

In Bullock Train Offices.

Registers of Packages received and despatched ... 2 „
 Abstracts of Invoices received and despatched ... 2 „
 Copies of Monthly Accounts rendered to Post-master
 General 1 „
 Draft Register, (in North-Western Provinces only,) ... 1 „
 Bullock Train Transit Register 1 „

Vernacular Record.

A Book containing copies of all Perwannahs issued to Subordinates.

A Book containing copies of Roobukarees to other Postmasters.

Receipts for payments to Chowdrees and other persons not in the regular employ of the Post Office.

170. The points involved in the following
 Queries to be answered by Inspecting Post-master in his Quarterly Reports. must be noticed by Inspecting Post-masters when reporting upon each Post Office :—

LETTER MAIL DEPARTMENT.

1st.—What Mails arrive daily at Post Office and at what hours ?

2nd.—How many daily distributions are there ?

3rd.—What time is generally occupied in opening Packets, registering, and distributing Letters to the Peons ?

4th.—Is the Postage Account daily examined by the Deputy Post-master and the Cash taken from the Receiving Writer and Peons ?

5th.—Is the Deputy Post-master always present at the opening and closing of the Station Mails ?

6th.—Is the Peons' Book in the hand-writing of the Deputy Post-master ?

7th.—Describe the mode in which the Town and Station are divided among the Delivering Peons ?

8th.—What precautions are adopted to ensure the delivery of Native Letters ?

9th.—Are the Rules regarding the disposal of Unclaimed Letters attended to?—Is a list of Unclaimed Letters exposed outside the Post Office and at the Kotwallee ?

10th.—On the return of Letters as unclaimed, are any inquiries instituted as to the cause of non-delivery and the truth of the Delivery Peon's Statement ?

11th.—Are Tables of Postage and Distance hung up in the Office ?—Are they legible ?

12th.—Are the entries in the Receipt and Despatch Registers made daily before the Mail is despatched and while it is being distributed ?

BANGHY DEPARTMENT.

13th.—Are the totals of the Registers cast up daily and compared with the Cash Receipts ?

14th.—Is the Banghy Index totalled daily, and are the entries correct ?

15th.—Does the Deputy Post-master compare the Return Chulans with the Register ?

16th.—Are all Banghy Parcels, whether for delivery or in transit, carefully weighed and examined on their arrival ?

17th.—What detention are Parcels in transit subject to ?

18th.—Can you suggest any means of avoiding the detention, if there be any ?

19th.—What are the Securities for the safe custody of Banghy Parcels while in the Post Office?—how are Banghy Despatches packed ?

20th.—What arrangements are made for the delivery of Banghy Parcels and the collection of Banghy Postage ?

DAWK BEARERS' DEPARTMENT.

21st.—Mention the roads on which Dawks are laid by the Post-master of _____, and the rates if they differ from the ordinary payment ?

22nd.—Are the Chowdree's Receipts for all payments to be found in the Receipt Book ?

23rd.—Have you compared the Chowdree's Receipt with the charges in the Dawk Bearers' Account, and if so, were any differences detected ?

24th.—Is the Table of Dawk Charges suspended in the Office ?

25th.—Is there a Table of Dawk Bearer Remittances in the Office ?

26th.—How many complaints have been made by Travellers against Bearers during the last quarter, and what steps have been taken by the Post-master to punish proved neglect, and prevent its recurrence ?

ROAD ESTABLISHMENTS.

27th.—Mention the roads which you have inspected during the last quarter ?

28th.—State the average rate at which the Mail has been conveyed on each road in your Division ?

29th.—Explain the cause of any falling-off in the rate of speed below the rate expected ?

30th.—State if the full authorized Establishment was maintained on the roads which you visited, and if the Runners' huts were on the road-side ?

31st.—Give your opinion of the efficiency of the several Road Overseers ?

32nd.—Mention any alteration, either of route or hours of despatch, by which you conceive that the speed of the Mails would be improved ?

33rd.—Mention any cause which retards the delivery of the Mail between adjacent Stations, and suggest any mode of obviating the inconvenience ?

34th.—Describe the plans adopted for the passage of the Mails across unbridged streams, dividing the streams into those across which the Mails are conveyed in boats or raft, or by ropes ?

35th.—Does the statement furnished to the Post-master General show the actual distribution of the Road Establishment ?

OFFICE AND RECORDS AND MISCELLANEOUS.

36th.—Mention any unauthorized Records or Registers which are kept up, and state the dates on which you requested the Post-master to discontinue them ?

37th.—Mention any Books named in the list which are neglected, and the dates on which you brought the neglect to the notice of the Post-master ?

38th.—Are the Chulans kept in order according to date of receipt, and the entries in Receipt Register ?

39th.—Detail the Office Establishment, and describe the mode in which the work is distributed ?

40th.—State your opinion as to the relative efficiency of each Subordinate ?

41st.—Describe generally the state of the Records, and the means adopted for their preservation ?

42nd.—Mention any deviation from the prescribed mode of sorting and distributing Letters ?

43rd.—Are all Cash Accounts and Contingent Bills copied in a book, with the remarks of the Civil Auditor ?

44th.—Is the Daily Cash Book properly kept up and attested by the Deputy Post-master ?

45th.—Have you ascertained that the difference between the sums sanctioned for any purpose by the Post-master General, and that actually expended, is in all cases duly accounted for ?

46th.—Have you received any complaints against the Post Office Subordinates ?—If so, briefly state their nature and result of the inquiries which have been made in consequence ?

47th.—Are all Petitions from all Subordinates read by or to the Deputy Post-master himself? By whom are Vernacular papers read?

48th.—Is the pay of the Establishment disbursed according to the scale sanctioned by the Government?—If not, state the actual arrangements and the cause of the deviation, and give your opinion as to the necessity for any change in the authorized Establishment, and call on the Deputy Post-master to explain why any change was made without previous sanction?

171. The salaries of Inspecting Post-masters are personal not local; it is not necessary to remove an Inspecting Post-master from one division to another in order to promote him.

172. *Letters* are divided into the following ten classes, *viz.* :

LETTERS.

| | |
|--------------------------------|------------|
| 1.—Paid | } Letters. |
| 2.—Unpaid | |
| 3.—Service | |
| 4.—Refused | |
| 5.—Unclaimed | |
| 6.—Forward, or Re-directed ... | |
| 7.—Ship | |
| 8.—Steam | |
| 9.—Soldiers' and Sailors' ... | |
| 10.—Registered* | |

173. *Paid Letters* are those to which Postage Stamp Labels are affixed of value sufficient to cover the Postage chargeable on them.

174. Inland Indian Postage when chargeable on Letters and Newspapers posted for despatch by Her Majesty's Mail, or otherwise by Sea, to places not within the Territories under the Government of the East India Company, must be pre-paid. (A. Sec. XIX.)

Letters for Foreign Countries must be pre-paid.

* For Rules regarding Registered Letters see appropriate Section.

175. Letters which individuals address on their private affairs

Letters addressed to Public Officers on private affairs to be pre-paid by Stamps.

to any Government Officer must be sent pre-paid by Stamps ; and this Rule is to be understood to include Letters transmitting Bills of Exchange, Promissory Notes, Receipts, Government Securities, &c., to the Accountant General, Government Agent, or any other Public Officer. (*R. Sec. XXXV.*)

* 176. Letters from Officers, Civil and Military, reporting their departure from a Presidency, must, if addressed to any person but a Secretary to Government, be pre-paid. (*Notification of Government of India, July 13, 1855.*)

177. Loose Stamps found in a Letter Box are to be credited to Government under the head of " Profit and Loss," provided that it is impossible to ascertain to what Letters they were originally attached. When practicable, loose Labels found in Box should be re-pasted on the Letters from which they may have been detached.

178. Indian Stamps attached to Overland Letters may be recognized *if unobliterated*. The Stamps should be obliterated at the Post Office of the Presidency, and if their value is sufficient, the Letter forwarded as Paid.

179. *Unpaid Letters* are those the Postage on which is not prepaid ; they are chargeable with double rates of Postage. (*A. Sec. XX.*) Letters partially pre-paid will, on delivery, be charged with double the difference between the value of the Stamps affixed and the proper Postage. (*A. Sec. XXII.*)

180. Unpaid Letters received by Sea from any place not under the Government of the East India Company are liable to single rates of Postage on delivery ; but if re-posted by an Agent, they are, if unpaid, liable to double rates of Postage.

181. Letters from Officers of Government to private individuals, on private matters, must be sent unpaid, that is, they must not be franked as on the public service. This Rule will include the following classes of Letters :—

(1.) Bills or Exchange Drafts sent to Military Officers on their requisition.

(2.) Bills returned to Military Officers after acceptance.

(3.) Correspondence on the above subject, or respecting Bills and money matters generally.

182. Letters found in a Letter Box without Stamps affixed, must be treated as unpaid Letters.

183. *Service Letters* are Letters relating to the Public Service, and for convenience allowed to pass under the signature of certain Public Officers without actual payment of Postage.

184. Service Letters will be treated in every respect as Paid Letters, except as regards the manner in which the Postage chargeable upon them is to be accounted for.

185. All Letters franked by duly authorized persons in the cor-

Mode of charging
Postage on Service
Letters.

*ON THE PUBLIC SERVICE ONLY.
The Officer Commanding
1st Regt. Lt. Cavalry,
CAWNPORE.
JOHN SMITH,
Adjt. Genl.

rect Form* will be received as paid and charged to the Department to which the franker be-

longs. Each Post Office will account for the Postage chargeable on the Service Letters despatched, but to save the trouble of calculating the Postage on each Letter, the following course will be followed :—

186. Shortly before the closing of any Mail, the Service Letters for despatch will be sorted into the four divisions of Revenue, Judicial, Military and

Mode of charging Ser-
vice Letter Postage.

General, according as the franker belongs to one or other of the Departments named. There will, ordinarily, be no difficulty in determining to what Department any Officer belongs ; should there be, the Post-master General will give the necessary instructions. The Letters being sorted as above described, the covers for each Department will be weighed together, and Postage charged at the rate of two annas for every tolah.

187. It is to be understood that Postage is to be charged on all Service Letters despatched, including Forward or Re-directed Letters. At the close of the Office, the total amount of Postage chargeable to each Department will be entered in the Accounts. No detail need be kept to show the Letters posted by each Officer. A Form of Official Postage Account is given in the Appendix.

188. Steam Postage due on Official Letters despatched or received will be credited to Her Majesty's Government, and debited to the Department, Monthly Bills being sent for the information of the Officers by whom the debit is made.

189. Letters relating to the following subjects may be sent under a frank as "On the Public Service only" :—

(1.) Receipts of payees of Sepoys' Family Remittances, which are sent to Officers Commanding Companies, for the satisfaction of remitters.

(2.) Family Remittance Drafts returned to Officers Commanding Companies, in consequence of payees not being found, or for correction or alteration.

(3.) Advising Officers Commanding Companies of the arrival of a Family Remittance Draft for Sepoys under their Command.

(4.) Descriptive Rolls of Sepoys which the General Orders dated 6th July 1849, and 13th March 1851, of the Commander-in-Chief, are required to accompany their petitions to the Resident at Lucknow.

(5.) Correspondence on the above subject with Officers Commanding Companies, &c.

(6.) Correspondence between Collectors and Officers Commanding Companies, &c., regarding Sepoys' family affairs, and on complaints and suits relating to land.

190. Letters and Packets exceeding twelve tolahs in weight may be sent by Letter Mail on the written requisition of a Secretary to a Government or to the Chief Commissioner of the Punjab.

Letters above twelve tolahs may be sent by Letter Mail under Certificate.

191. Ameens employed in Civil Suits at the expense of the parties are not authorized to send Letters on the Public Service without actual payment of Postage. If any Public Officer wish specially to register any Service Letter, the Registration Fee must be paid in money.

Ameens not authorized to frank Registration Fees on Official Letters must be paid in money.

192. In modification of the List published by Order of the Government of India, in this Department, dated the 29th September 1854, it is hereby declared that Secretaries to Municipal Boards, Commissions, or Committees, are not authorised to send Letters, Packets, or Parcels by Post, on the Public Service, without payment of Postage.

193. Postage charged on unfranked Letters addressed to Private Secretaries to the Governor-General, Governors, or Lieutenant-Governors of any Presidency, or to Secretaries to Government, may be remitted on the certificate of the receiver that the contents *bonâ fide* and exclusively relate to the Public Service.

Postage on unfranked Letters remitted.

194. *Refused Letters* are those rejected unopened by the addressee; if unpaid, the sender may be called upon to pay the Postage due on them.

Refused Letters.

195. Letters, Parcels or Packets rejected unopened by the person to whom they are addressed shall be forthwith sent to the Office of the Post-master General of the Presidency, who shall open the Letter, Parcel, or Packet, and take measures to

recover the Postage from the sender, or shall at his discretion destroy the Letter, Parcel, or Packet; and all money, or other valuable property, which such Letter, Parcel, or Packet may contain shall be disposed of in the manner prescribed in A. Sec. XLIV. with respect to such money or property contained in Unclaimed Letters. (A. Sect. XLV.)

196. The orders given in the following extract from a letter from the Secretary to Government, Home Department, No. 1496, dated 14th October 1856, must be attended to :—

“ Registrars of Deeds are not authorized to send by Post, without payment of Postage, any Letters or Packets on any account whatever.

“ It is altogether unreasonable that Deeds, sent from one District to another, to be registered for the convenience of private parties, should be sent free of Postage as on the Public Service, and carried at the public expense.

“ It is equally unreasonable that correspondence or other documents relating to such Deeds should be sent by the Post free of Postage. Such correspondence is manifestly, so far as the Post Office is concerned, of a private nature, and should be treated as such.

“ The Governor General in Council sees no objection to the practice of requiring persons interested in having Registered Deeds or correspondence relating thereto sent by Post from any Registrar’s Office, to pay the Postage thereon, and also the Registration Fee when registration is required; but the Government cannot, under any circumstances, be responsible for the Postage on such Deeds or Documents.”

197. *Unclaimed Letters* are those which for any reason cannot be delivered to the addressee.

198. *Clause 1.*—A list of all Letters, Packets and Parcels posted and addressed to persons who cannot be found daily. shall be prepared daily in every Post Office, and exposed for not less than two weeks in the most conspicuous

part of such Office ; and all such Letters, Packets, and Parcels which shall have remained three weeks unclaimed in any Office, shall, if the sender's name and address are written on the cover, be returned to the Posting Office, to be delivered to the sender free of all charge ; all Letters, Packets, and Parcels of which the sender's name and address cannot be ascertained, unless they be opened, shall, after remaining unclaimed for three weeks as above, be forwarded to the Office of the Post-master General of the Presidency.

Clause 2.—The Post-master General, or some person duly appointed for the purpose and bound to
Post-master General to open Unclaimed Letters. secrecy, shall immediately open all such Letters, Packets, or Parcels, and if the address of the sender can be discovered, shall enclose them in Dead Letter Covers and return them to the sender. All Letters, Packets, and Parcels, of which neither the person addressed nor the sender can be found, shall, after they have remained unclaimed in the Office of the Post-master General for one year, be destroyed.

Clause 3.—All money found in any Unclaimed Letter, Packet, or Parcel shall be paid into the Public
Money, &c., to be sent to Treasury. Treasury, and all other valuable property found as above shall be sold by the Post-master General of the Presidency, or by some one duly authorized by him for that purpose, and the proceeds of the sale shall be paid into the Public Treasury for the benefit of any person who may have a right thereto, after deducting all sums due from such person for Postage. (*A. Sect. XLIV.*)

199. 1st.—To avoid multiplying the number of Post Offices with which correspondence and accounts are kept in respect to Dead Letters, Deputy Post-masters and Post-masters of Provincial Post Offices, will, in future, send their Unclaimed Letters through the Disbursing Post Office of the District, which latter will make a despatch weekly, instead of daily, to the Presidency District Post Office.

2nd.—A regular Chulan must be sent from every Post Office with the Unclaimed Letters, which should be returned receipted by next Post from the Sudder Post Office.

3rd.—The Chulan from the Disbursing Office must exhibit the detail of the Letters received from other Offices, and should be despatched on a fixed day—every Monday.

4th.—Unclaimed Letters must be enclosed in a Packet distinctly addressed to the *Dead Letter Office*.

5th.—Registered Letters Unclaimed, Refused Letters, Steam Letters insufficiently stamped, and Letters without addresses, are exceptions to the foregoing, and should be forwarded without delay to the Presidency Dead Letter Office.

200. The Daily List, the preparation of which is ordered in Section XLIV. of the Post Office Act, should be alphabetical, and when taken down, should be cut into slips according to the letters of the alphabet, and be pasted into a skeleton book arranged according to letters.

201. Letters with illegible addresses must be treated as unclaimed, but should be sent without delay to the Dead Letter Office. All Letters returned undelivered by Peons from any cause must be entered at once in the Deposit Account before being re-directed or otherwise disposed of.

202. Letters addressed in a foreign language or character, which cannot be decyphered by any of the Officials of the Post Office in which they may be posted, should be shown to persons likely to be able to read the address, and if possible, should be sent to their destination. When it is really impossible to find any one who can read the address, they should be sent to the nearest Post Office where the language of the address is spoken. When the characters in which the address is written is altogether unknown, or is one not current in India, the Letters must be sent to the Post-master General of the Presidency for disposal.

203. Post-masters are not, under any circumstances, authorized to open any Letter, but there is objection to their being authorised to send at once to the Post-master General as Unclaimed, all Letters directed to persons who have left India, without having given any instructions regarding the re-direction of their Letters.

Letters which cannot be delivered because of the death of the addressees, must be retained in the Delivering Office, for the prescribed period, in order to give the representatives of the deceased person an opportunity of claiming them.

Unclaimed Letters addressed to parties in India must be treated in the manner prescribed in Section XLIV. of Act XVII. of 1854. Letters addressed to places not in India, which cannot, from any cause, be forwarded, should at once be sent to the Post-master General's Office, and there opened, and returned to the senders.

204. *Forward or Re-directed Letters* are those which have to be sent from the place to which they were originally directed, in consequence of the addressee having left the place, or the Letter having been mis-directed.

205. On every Letter or Packet which shall be re-directed and forwarded by the Letter Post, from any place to which it shall have been conveyed by the Letter Post, there shall be charged for the Postage thereof from the place at which the same shall be re-directed, in addition to all other Postage paid or due thereon, the rate of Postage to which it would be liable if posted and pre-paid by Stamp at the place where it shall be re-directed. (*A. Sect. XXIII.*)

206. Letters received from England, if *re-directed in any Indian Post Office*, must be charged Forward Postage, according to the Indian Scale of Inland Postage on Pre-paid Letters.

207. Letters stopped in transit, at the request of addressees, are to be treated as "re-directed" Letters and taxed with additional Postage accordingly.

208. Forward Postage must be charged on all private Letters addressed to Public Officers moving from place to place on duty.

209. Forward Postage is *not* chargeable on any Letter mis-sent through the neglect of any Post Office Official.

210. *Ship Letters* are those received or despatched by a private Ship or Steamer.

211. Indian Inland Postage must be pre-paid on all Letters and Ship Letters despatched must be pre-paid. Newspapers posted for despatch to any place beyond the Territories under the Government of the East India Company ; if not paid, or insufficiently paid, such Letters, &c., must be treated as unclaimed. (*A. Sect. XIX.*)

212. No charge is leviable on account of Ship Postage on any Letter despatched, but a sum of one anna, without reference to weight, is chargeable on every Ship Letter received, in addition to any other Postage to which it may be liable.

Ship Postage not chargeable on Letters despatched, but on those received.

(*A. Sect. XLII.*)

213. Commanders of Ships are entitled to receive one anna for every Letter delivered by them, in conformity with A. Sects. XL, XLI. and XLII, to any Officer of the Post Office authorized to receive it. The claim for Bounty Money must be preferred before the Vessel leaves the place at which the Letter was delivered, and before the expiration of two months from the date of arrival of the Vessel.

214. The Commander of any Vessel who shall neglect to report that he has Mails on Board, or in any way disobey the directions contained in A. Sect. XL, is liable to a penalty not exceeding 1,000 Rupees.

Penalty for disobedience of Act.

215. Any person on Board of a Vessel, who shall knowingly retain in his possession any unexcepted Letter, after any part of the Letters on Board have been sent to the Post Office, is liable to a fine of 50 Rupees, and if he detain such a Letter after demand made for it by an Officer of the Post Office, he will be liable to a fine of 100 Rupees for each Letter so detained.

Penalty for detention of Letters on Board-ship.

216. Bounty Money is not to be paid for or charged upon any Newspaper.

217. Commanders of Vessels leaving any place in the Territories under the Government of the East India Company are bound, under a penalty or fine not exceeding 1,000 Rupees, to receive and give a receipt for every Letter and Packet which he may be required to receive by an Officer of the Post Office. (*A. Sect. XLIII.*)

218. On the arrival of any Ship or Vessel off any British Indian Port, a printed Notice, under the signature of the Post-master of the Port or Station, shall be delivered to the Commander by the first boat despatched to board the Vessel, according to the requisition of which, the Commander shall proceed to dispose of such Packets as he may have on Board, as directed by Section XL. of the Post Office Act, a copy of which Clause shall be communicated to the said Commander. (*R. Sect. XXVI.*)

219. Weekly Lists are to be published of the Vessels for which Packets are open, and also lists of the dates on which Packets have been despatched by each Vessel carrying a Mail that may have left the Port. The Master Attendant is directed to notify to the Post Office the intended departure of Vessels to any part of the World. (*R. Sects. XXVII. and XXVIII.*)

STEAM LETTERS.

220. Steam Letters are those received or despatched by Her Majesty's Mail Steamers; they are divided into the following classes:—

- | | |
|-----------------|--------------------|
| 1.—Southampton. | 5.—Belgian. |
| 2.—Marseilles. | 6.—British Packet. |
| 3.—Red Sea. | 7.—Soldiers. |
| 4.—French. | |

221. *Southampton Letters* are those sent to or through Great Britain by Steamers plying between Alexandria and Southampton, and which consequently are conveyed the whole distance by the English Post Office.

222. *Marseilles Letters* are those addressed to Great Britain, or to be sent to their destination through Great Britain, but transmitted through France *viâ* Marseilles.

223. *Red Sea Letters* include all those addressed to Egypt, the Levant, or to any place on the Continent of Europe, the route to which does not lie through Great Britain or through France. Thus Letters addressed to any place on the Continent of Europe *viâ* Trieste are considered Red Sea Letters. On all such Letters Steam Postage must be pre-paid, and the English Post Office is not responsible for them after their arrival at Alexandria or Marseilles, as the case may be.

224. Letters addressed to France or to any place in Foreign Europe, and marked "*through France*," cannot be pre-paid in India.

225. Letters addressed to Belgium can be sent through Great Britain, either *viâ* Marseilles or *viâ* Southampton, and the pre-payment of combined Postage is optional by either route.

226. *British Packet Letters* are those sent from one part of India to another, or from a Port in India to Mauritius, the Cape, Ceylon, the Straits, China or Australia, by Her Majesty's Mail Packets.

227. *Soldiers' and Sailors' Letters* are those written by and addressed to Soldiers or Sailors of Her Majesty's or the East India Company's Army or Navy. They must be addressed in the form given in the

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|--|
| <p>FROM A. B., <i>Serjeant, &c. of</i> <i>Regt.</i> [Here the direction is to be inserted.] (Signed) <i>C. B. Officer</i> <i>Commanding</i> } (———) <i>Regt.</i></p> |
|--|

margin, and if franked by the Commanding Officer of the Regiment or Ship, and not exceeding half an ounce in weight, are en-

titled to be conveyed from any part of India to any part of Great Britain or the Colonies for One Penny or Nine Pie, provided the Postage is pre-paid.

228. Letters from Soldiers and Sailors in India, if not pre-paid, will be charged Two Pence on delivery. May be pre-paid to England. The Postage must be paid in cash until nine pie stamps are received.

229. The person claiming the privilege must at the time be actually employed in the Service of Her Majesty, or of the East India Company, and must not be either a Commissioned or Warrant Officer, Midshipman, or Master's Mate, the privilege not extending to these Officers.

230. The Letter must relate entirely to the private concerns of the Soldier or Seaman.

231. If either of the foregoing regulations be violated, the Letter will be charged with the full Letter Rate.

232. Soldiers' Letters posted in India, for delivery in India, are subject to the ordinary rates of Indian Postage, but Soldiers' Letters addressed, as above described, to Great Britain or the Colonies, are not liable to Indian Postage. Postage on Soldiers' Letters.

233. Letters and Newspapers sent by Her Majesty's Mail Steamers are subject to various Rules in regard to the pre-payment of Steam Postage, which are abstracted in the Table at the beginning of the book. Table of Steam Postage Rates and Rules.

234. All Steam Postage, if pre-paid, must be paid by means of Postage Stamps affixed to the Letter; it is, in the case of French and Red Sea Letters, Must be paid by Stamps.

chargeable in addition to Indian Inland Postage, and is credited to the English Post Office.

235. No Letter or other article can be despatched to any place not within the Territories under the Government of the East India Company, unless the full amount of Inland Postage is pre-paid.

Inland Postage must be pre-paid.

(*A Sect. XIX.*) Every precaution should be taken to keep the public informed of the existence of this Rule, and the necessity for its strict observance.

236. No Indian Inland Postage is separately payable on Southampton, Marseilles, or British Packet Letters, or those for Belgium ; but Red Sea and French Letters, if addressed to or posted at any place except Calcutta, Madras, or Bombay, are liable to Inland Indian Postage, in addition to that chargeable for Steam Postage.

237. Pre-payment of Steam Postage is, as shown in the Table, in many cases compulsory ; it is therefore necessary that Ship and Steam Letters should, at Provincial Post Offices, be received by a Clerk, who will see that they are sufficiently stamped, and reject any on which the correct amount of Postage is not paid. Any Letter received as sufficiently stamped must not, in any case, be detained. At the Presidency Post Offices, those Letters only, the pre-payment of Steam Postage on which is compulsory, will be received at the Window by a Clerk. Inland Postage is not chargeable on Ship and Steam Letters despatched from a Presidency Town, and there is no reason for departing from the usual course in respect to any Letters on which pre-payment is not compulsory.

Steam Letters to be received by Post Office Clerks.

238. Letters on which Steam Postage is unpaid, or partially paid, addressed to Foreign Europe, if found in the Letter Box, should be sent to England *viâ* Southampton.

Unpaid Letters for Foreign Europe to be sent *viâ* Southampton.

239. Overland Letters received for despatch by Her. Majesty's Mails, partially pre-paid, will, when the pre-payment is optional, be sent bearing the dif-

Partially pre-paid Letters.

ference between the proper charge and the sum in even Six-pences or Four Annas, which may have been paid. Fractions of a Six-pence or of Four Annas will not be taken into account. Thus a Letter, the Postage charge on which is Six-pence or Four Annas must be sent bearing, Four Annas (Six-pence), if less than Four Annas be paid thereon. A Letter, chargeable with Eight Annas or One Shilling, on which Six Annas may have been paid, will be sent bearing Four Annas (Six-pence.)

240. It is no longer necessary for any Office in the interior to keep a separate Account of *Paid Steam Letters* despatched ; all such Letters, whether Provincial Offices not to keep separate Account of Steam Letters despatched. Southampton, Red Sea, or British Packet, will be sent with one Steam Postage Ghulan to the Presidency Post Office, and be also entered in the ordinary Despatch Register and Letter Chulan.

241. The General Letter Chulan of the day will show the total number of *Covers, Steam Letters inclusive*, despatched on that day. The several descriptions of Steam Letters should be separately tied with fine twine, and be labelled according as they belong to one or other of the under-mentioned classes of Letters, *viz* :—

| | |
|---------------------------------|--------------------------------|
| Marseilles. | Belgian <i>via</i> Marseilles. |
| Red Sea. | British Packet, Paid. |
| Southampton, Paid. | Ditto, Unpaid. |
| Ditto, Unpaid. | Soldiers' Letters. |
| French. | Newspapers. |
| Belgian <i>via</i> Southampton. | |

242. Although it will not be necessary for Post Offices in the interior any longer to submit Accounts of Steam Letters despatched, it will still be necessary to prepare and submit an Account of the Postage collected on Unpaid Letters received, and the sum to be deducted on account of Postage on Re-directed Steam Letters despatched.

Account to be kept of Postage on Letters received and forwarded.

Recovery of Steam Postage. 243. Steam Postage will be recovered in the same manner as Indian Inland Postage (*A. Sect. XXVII.*)

NEWSPAPERS.

244. Any Periodical, published at regular intervals not exceeding twenty-eight days, may be considered a Newspaper, provided that it is a medium of current intelligence.
Definition.

245. When the following conditions are strictly observed, Newspapers and other Printed and Engraved Papers not weighing more than twelve tolahs are entitled to be conveyed by Letter Post at Newspaper Rates. The conditions to be observed are the following:—
Conditions to be observed.

(1.) There must not be more than one Newspaper or Printed Paper in one cover; an Extra or Supplement of the same date is to be considered part of the Newspaper.

(2.) The Newspaper or other Printed Paper must be without a cover, or in a short cover open at both ends.

(3.) There must be no word printed on such Newspaper, Pamphlet, or other Printed or Engraved Paper after its publication, or upon the cover thereof, nor any writing or mark upon it or upon the cover of it, except the name and address of the person to whom it is sent, and the name and address of the sender.

(4.) There must be no paper or thing enclosed in or with any such Newspaper, Pamphlet, or other Printed or Engraved Paper. (*A. Sects. VII. and VIII.*)

246. If the above conditions are not observed, the Newspaper together with the enclosure, if any, must be charged with Postage at the rate which would be charged on an Unstamped Letter of equal weight. (*A. Sect. IX.*)
Penalty for non-observance of conditions.

247. Unless expressly directed to be sent by Book or Banghy Post, every Newspaper or other article weighing less than twelve tolahs must be conveyed by Letter Post. (*A. Sect. XIV.*)

If not more than twelve tolahs in weight to be sent by Letter Post.

248. Packets of Newspapers, &c., whether imported or published in India, cannot, in any case, be sent by Banghy at Book Post Rates, unless the Postage is pre-paid in full.

Packets must be pre-paid.

249. Unpaid Packets of *imported* Newspapers, weighing less than twelve tolahs, provided they otherwise conform to the conditions prescribed in Section VIII. of the Post Office Act, may be sent by Letter Post, at a charge of single Newspaper Postage for each Newspaper contained in the Packet. For the Rules regarding Steam Postage on Newspapers, see para. 220.

Packets of imported Paper weighing less than twelve tolahs.

250. Unpaid Packets of imported or Indian Newspapers, &c., weighing *more* than twelve tolahs, must be sent by Banghy Post, and charged Banghy Rates.

If more than twelve tolahs must be conveyed by Banghy.

251. Newspapers imported by Ship are not liable to Ship Postage, nor are Captains of Ships entitled to any gratuity on such Newspapers.

Bounty not to be paid on Newspapers.

252. A single Newspaper, weighing more than twelve tolahs, must be conveyed by Banghy Post; if unpaid, it will be chargeable with Newspaper Rates of Postage, provided that the necessary conditions are observed; if pre-paid and so directed, it can be sent at Book Post Rates.

A single Newspaper weighing more than twelve tolahs.

253. Whenever the Post-master General of any Presidency shall have notified, in the Official *Gazette*, that the Banghy Post is conveyed in the same carriage with the Letter Post along any line of road, it shall not be lawful to send by the Banghy Post any Packet of Newspapers. (*A. Sect. XVI.*)

Where Banghy Parcels and Letter Mails are conveyed in the same carriage, Newspaper Packets not to be sent by Banghy.

254. The prohibition contained in the above extract will apply only to the Stations between which Mails and Banghies are conveyed in the same carriage; Limitation of the Rule. it cannot be taken to prohibit the despatch of Packets of Newspapers in all cases in which they are liable to be conveyed a portion of the distance in the same carriage as the Mails.

255. Newspapers posted for despatch by Letter Mail may be pre-paid or not at the option of the sender; if not paid, they are not liable to double Postage on delivery. Newspapers are not liable to Forward Postage if not delivered; but if a Newspaper is delivered at the house of the addressee and is received, and subsequently sent to the Post Office re-directed, Forward Postage must be charged, as in this case the presumption will be that the cover has been removed and the Paper read and re-closed.

256. Newspapers, &c., not printed and published in India, whether posted in India or received by Mail from any other country, must be charged as imported Newspapers. The place at which they may be posted does not affect the fact of their having been imported.

257. Newspapers or Prices Current posted in India for France or Foreign Europe *viâ* France, are not subject in India to any charge for Steam Postage, but except when posted or delivered in a Presidency Town are liable to Indian Inland Postage; but Newspapers, &c., posted in India, addressed to Great Britain, or to any British Colony or Possession, or any Foreign Port, or any Port in India, are, if sent by Her Majesty's Mail Steamers, or *viâ* Southampton through England, liable to a Steam Postage Charge of One Penny (Nine Pie). Newspapers sent to Great Britain, or through Great Britain *viâ* Marseilles, are liable to a Postage Charge of Three Pence; and if addressed to British North America *viâ* the United States, a Charge of One Penny must be levied on account of the United States, in addition to all other Postage. Indian Inland Postage is not leviable on any Pre-paid Newspaper sent by Her Majesty's

Mail Steamers except when addressed to a place in France or marked *viâ* France.

Newspapers, &c., brought to India by Her Majesty's Packets from a Foreign Port, without having passed through Great Britain, are chargeable with British Postage of One Penny (Nine Pie) on delivery.

Newspapers sent or received through Great Britain, to or from Peru, Chili, Bolivia, Ecuador, the Sandwich Islands, California, or any Colony addressed *viâ* Panama, are subject to a Steam Transit Charge of One Anna and Six Pie, which must be paid on despatch or delivery, in addition to any Indian Postage.

POST-MASTERS.

258. Under this head are included persons in the Post Office Department in actual charge of any Post Office, whether subordinate or not.

259. The Post-master is responsible for the due performance of the duties entrusted by him to any Subordinate; and though it may be impracticable for him to perform all the manual duties of sorting, packing and stamping Letters, he is bound to be in attendance, and be ready and able to assist when necessary. The primary duty of a Post-master is the receipt and despatch of Letters, and he must not be allowed to consider that, because he is allowed the assistance of one or more Writers, that he is thereby exempted from the necessity of himself performing the primary duties of his Office.

260. The office of Post-master is now generally looked upon as one merely of superintendence. In very large Offices, where there are many other duties to occupy his time, this must be to a certain extent the case; but in small Offices, it must be now clearly understood by all, that the person in charge, when paid by the Post Office Department, is expected, and will be required, to do his

To be the actual working head of his Office.

full share of the actual work of the Office, in opening Packets, preparing Chulans, registering Letters, examining Banghy Parcels and in other ways acting as the working head of the Office, not merely as a supervisor.

261. All Post Office Subordinates, without exception, must furnish Security to a reasonable amount with reference to their salaries, but not less than equal to one year's pay. Inquiries regarding character should in every case be made through the Magistrate at the home of a candidate for employment.

Officers of the Post Office to furnish Security.

262. A general classified List of Deputy Post-masters and Writers should be kept in the Office of every Post-master General, and no promotion or appointment should be made without his sanction. An agreement to go to any part of the Presidency in which his services may be required should be taken from each, and persons now in the Service, who may enter into this agreement, should be considered, if qualified, as having a right to promotion before any one who has not signed it.

Post-master General to keep a classified List.

263. Each Deputy Post-master is, under the Inspecting Post-master, in sole charge of his own Office, and is subordinate to no other Deputy Post-master. It does not necessarily follow that the Disbursing Office of a District must be the most important in the District, though it will generally be so.

264. All Deputy Post-masters will rank according to their grade, and their standing in that grade. The salaries of Deputy Post-masters are local, and are regulated according to the importance of each Office.

265. All correspondence, whether in English or any Vernacular language, between Deputy Post-masters of any grade, must be by Letter.

266. Inspecting Post-masters will, when writing in the Vernacular to Deputy Post-masters of the grades drawing Rs. 30 a month and lower Salaries, write by Purwanah, and be answered by Urjee. All English correspondence must be by Letters, or by Memoranda.

267. It will be the duty of the Inspecting Post-masters and Post-masters General to examine the validity of the Securities lodged by the several Deputy Post-masters and others at least once a year ; any person concealing the insolvency of his surety, or the alienation of the property pledged, must be punished by immediate dismissal.

Security Bonds to be periodically examined.

268. In Provincial Post Offices, the Deputy Post-master must himself make the necessary entries in the Peons Account at the time of distribution : a rough book is not to be kept. Before the Peons leave the Office, the number of Letters distributed to each must be counted and compared with the number in the Receipt Register, and the signature of each Peon must be taken to certify to the correctness of the amount of Postage and number of Letters for which he is responsible.

Deputy Post-master to keep up the Cash and Peons' Book.

269. Post-masters and Deputy Post-masters should watch the arrival of Mails at their own and at neighbouring Post Offices, and should bring to the notice of the Inspecting Post-master, or Post-master General, any delay or irregularity which might be obviated or corrected. It must be remembered, that it is the duty of every Post-master to point out and endeavour to correct every practice which may cause inconvenience or loss to the public or to the Post Office Department, whether it originate in his own Office or Division, or in another part of the Country.

To watch and report irregularity.

270. If Deputy Post-masters have every Mail opened in their presence, and if, as each Packet is opened, its contents are immediately compared with the Chulan, if the Peons' Account is correctly made up, and the Peons strictly watched, few Letters will miscarry at a Delivering Office.

To open and distribute Mails.

271. Every complaint regarding the loss of a Letter should be sent at once to the Post-master General of the Presidency : inquiries, such as each case admits of, should be made, and the complaint

To report all complaints to the Post-master General.

registered as a complaint against the Posting and Delivering Office. When complaints from different quarters are made relating to Letters posted at one Office, the person in charge of the Office must be held responsible, unless he can relieve himself of it by throwing it upon another.

272. The Daily Cash Book and the Peons' Book are in Provincial Post Offices to be kept up by the Deputy Post-master. The Cash Book should be totalled daily, and the totals carried forward.

Daily Cash Book and
Peons' Book.

A full description has been given under the head "Accounts," paragraphs 19 to 25 of the mode in which the Postage Account, Part B. of the Peons' Book, is to be prepared. The other portions require little explanation.

273. The Peons' Account is simply a memo. of the distribution of each Mail, showing the number of Letters given to each Peon, the Postage to be recovered from him, and the Postage due on Unclaimed Letters returned by each. The District Post Account (D.) requires no remark.

Peons' and District
Post Account A. and D.
in Peons' Book.

274. The Deposit Account (C) is a numerical Statement of the Letters, &c., in deposit; this Account must be correctly kept in every Office; its preparation need not occupy five minutes, and it is necessary not only to prevent peculation, but to prevent undelivered Paid Letters from being lost through carelessness. The Post-master General when on a tour, and Inspecting Post-masters, should invariably compare the Deposit Account with the Letters actually in deposit. All Letters returned undelivered by Peons must be entered in the Deposit Account, even though immediately re-directed.

Deposit Account * C. in
Peons' Book.

275. A detailed List of the addresses, weight, &c., of all paid Letters despatched is to be kept by the Deputy Post-master of every small Office, in which the average daily delivery of paid Letters does not exceed thirty.

In the above Offices, each Peon is required to keep a detailed list of the addresses of the Letters received by him for delivery, showing the weight of each, and the place from which it was received. This list must be examined and signed by the Deputy Post-master, and before the Peon leaves the Office, compared with the Peon's Account. In Offices where there is no Peon, the Deputy Post-master must keep the account.

276. The following Rules are to be observed in the Nomination, Suspension, Dismissal, or Resignation of Subordinate Officers in the Post Office Department :—

(1.) No Deputy Post-master can be dismissed, or allowed to resign his situation, without the written order of the Post-master General of the Presidency.

(2.) No Clerk, Overseer, or other Post Office Subordinate, drawing Rupees 10 a month and upwards, can be dismissed, or allowed to resign, without the sanction of the Inspecting Post-master.

(3.) No Deputy Post-master or Writer will be permitted to resign his situation without one month's notice of his intention to do so, or until such time as an efficient person can be obtained to *succeed him*.

(4.) No person may be employed in any Post Office who has been dismissed from any other Public Office or employment. In the event of any such person clandestinely obtaining employment in the Post Office Department, he will be liable not only to instant dismissal, but to have any salary which may be due to him forfeited to Government.

(5.) Post-masters and Inspecting Post-masters are empowered to suspend Deputy Post-masters, Clerks, Overseers of the Mail, and other establishments, and other persons drawing more than Rupees 10 but less than Rupees 40 a month ; but every Officer exercising this power, *must, on the same day*, submit a Memorandum, in the annexed form A, showing the name, age, caste, period, and particulars of service, and the grounds of suspension, together with a full statement of the defence, *in the handwriting of the defendant*,

in order that the Post-master General may be in a position to form a judgment of the case.

(6.) Deputy Post-masters drawing a salary of Rupees 40 and upwards, will not be liable to suspension by Inspecting Post-masters ; but whenever there may appear to be grounds for the suspension or removal of a Deputy Post-master of the above grade, the Inspecting Post-master will submit a report thereof for the consideration of the Post-master General.

(7.) As a general rule, all vacancies in the Deputy Post-master-ships will be reported at once by the Inspecting Post-master of the Division, who, at the same time, will nominate for promotion Deputy Post-masters or Clerks serving in that or any other Division ; but in the case of vacancy in the higher grades of Deputy Post-master, the Post-master General will select for recommendation to the Director General the person in the Presidency best qualified by length of service and merit without any reference to locality. A Descriptive Roll, *in the handwriting of the Nominees*, must be furnished, according to the annexed form B.

(8.) The nomination of the Clerks, Overseers, and other Subordinate Officers, whose salaries exceed Rupees 10 a month, will rest with the Post-master of the Station, or Inspecting Post-master of the Division, in which a vacancy may occur ; but in all cases, a Descriptive Roll must be submitted for the confirmation of the Post-master General.

(9.) Inspecting Post-masters will be responsible that no person is admitted into the Department who has not lodged, or is not prepared to lodge, security equal to one year's salary. Any Post-master or Inspecting Post-master neglecting this rule, will be held personally responsible for any loss caused to Government, or to any private individual, through the misconduct of any one nominated or appointed by him to the situation of Deputy Post-master, Clerk, Overseer, or Peon.

(10.) The Post-master of the Station where there is a Post-master, and the Inspecting Post-master of the Division in other cases,

will appoint and dismiss, subject to appeal, Peons and other Servants of the Post Office Department, the salary of whose appointment is less than Rupees 10 a month, and will submit to the Post-master General a Quarterly Nominal Roll of all changes, with an abstract of the grounds of the order passed in each case.

(11.) On the suspension or dismissal of any individual in the Department of any grade, a formal proceeding must be drawn up and given to the person suspended or dismissed, setting forth briefly, but clearly, the reasons or grounds for the order passed.

277. All Officers in the Department *who are duly qualified* will be entitled to promotion, provided that they are willing to go to any Station to which they may be ordered. When recommending any Officer for promotion, the Post-master General will invariably mention his number in the Gradation List of his rank ; as a general rule, the senior of each grade should be promoted, unless he is unfitted for the vacant post, or there is any junior Officer who has special claims to promotion.

FORM A.
QUARTERLY STATEMENT of Persons recommended for Appointment as Deputy Post-master in the Presidency.

| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
|--|-------------------------------|---------|---------------------------|---|--------------------|------|-----------------------------|---|---------------------------------|
| Name of Office in which Vacancies have occurred by Death, Pension, or Dismissal. | Nature of Appointment vacant. | Salary. | Name of Person nominated. | Name of the Father of Person nominated for Appointment. | Caste or Religion. | Age. | Detail of previous Service. | Copy of the testimonial of the last Officer under whom such Candidate served. | Remarks by Post-master General. |

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FORM B.

MEMORANDUM of the Reasons for which A. B., son of C. D., holding the Office of _____, is reported by _____ for Suspension. _____ for Dismissal.

1 Name of Person who may be reported for Suspension.
Dismissal.

2 Name of Father.

3 Age.

4 Length of Service.

5 Detail of Service.

6 Statement of case and reason for Suspension.
Dismissal.

Signature of Inspecting Post-master or Post-master.

POST OFFICE.

278. The business of every Post Office, however small, must be conducted in a room set apart for the purpose, and fitted up properly. The words "Post Office" must be exhibited in large and conspicuous characters in English and the Vernacular outside the building, so as to attract public attention. The Post Office must not be removed from one position to another, without the sanction of the Post-master General.

Post Office to be in a separate room, with proper furniture.

279. The Letter Box must be fixed in a convenient and accessible situation, and the words "Post Office Letter Box" placed over it in very plain characters. It must be always kept locked, except when opened for the purpose of taking out Letters for despatch. (*See Paragraphs 85 to 103.*)

Notice of hour of closing Mails.

280. A distinct notice of the time of closing each Mail should be placed outside the Office.

281. The admission of strangers into a Post Office is strictly prohibited; all inquiries should be answered from the window, and it is desirable that the Entrance Door into the Post Office should not open on to the road.

Admission of Strangers prohibited.

ROBBERIES.

282. Mail and Banghy Robberies are generally accomplished either by open violence on the high road or by abstracting, with more or less skill, the contents of a Parcel supposed to contain valuables, and re-closing it, so that its outward appearance may not excite suspicion. Sometimes, but much more rarely, Parcels are stolen while in transit, the thief trusting that irregularity in some Office will prevent the theft being brought home to him.

Two classes of Mail Robberies.

283. It is of course impossible for the Post Office to prevent Highway Robberies not unfrequently prompted by the Post Office. Highway Robbery, and in some cases of this description no blame can be attached to any one in the Post Office Department; but there is good reason for believing that many Highway Robberies, in which the Banghy has been plundered, have been instigated and guided by information received from Post Office Subordinates.

284. Whenever a report is received of the Letter or Banghy Mail having been plundered while in transit, information should immediately be sent to the Magistrate of the District, to the Inspector of Division, to the Post-master General, and the Post-masters of the Offices whence the plundered Parcels or Mails were despatched, and to the Office in rear, stating full particulars of the Robbery. A copy of the Banghy Chulan which accompanied the Despatch should also be sent, care being taken to specify the date of original despatch of each Parcel, as well as the date of despatch from the Office in rear. The contents of each Parcel should be ascertained without any delay. The course of all containing any thing of value should be traced from the Offices of despatch to the place where the Robbery was effected. If it appear that any Parcel has been subject to undue detention, so as to allow of information being sent on by Letter Mail, suspicion will rest on the Office in which the detention occurred, and should no satisfactory explanation be given, or should there be any thing to connect the detention with the Robbery, the parties concerned will, under Section XLIX. of the Post Office Act, be liable for the value of the property lost through their neglect of orders.

285. The second class of Robberies can be committed only by the servants of the person by whom the rifled Parcel may be posted, or by Post Office servants. To protect the Post Office against charges on account of the alleged loss of articles which were never in the Parcel supposed to contain them, it is only necessary

to insist that all Parcels should be securely packed, and that private Seals should be attached at such small intervals as would render the opening of a Parcel impossible, unless the Seals were broken. When a Banghy Parcel bearing marks of having been tampered with, is, on being opened, found to have been rifled of its contents, the presumption must be that the theft has been perpetrated by some one in the Post Office Service.

286. Such thefts rarely, if ever, occur, unless there has been delay and neglect of orders in more than one

Course to be followed.

Post Office : it may often be difficult to fix the guilt of the Robbery on any Office or individual, but in all cases in which such a course is practicable, the Offices in which irregularities occurred should be held jointly liable for the value of the property abstracted ; careful examination of the outward condition of each Parcel, correct weighment and rapid transit will generally prevent Banghy Robberies by Post Office servants, or afford the means of detecting and punishing the perpetrators of them. If by neglect of prescribed precaution Post Office Officials permit Robberies to be effected, they have no ground for complaint, if they are held responsible for the consequences of their neglect.

287. Every Robbery must be reported by the Post-master

Robberies to be reported to Director General, and in some cases to the Local Government.

General of the Presidency to the Director General of the Post Office in India, and if the Robbery should be one effected by violence, in which the Officers of the Post Office were not implicated, a Report should be made at the same time to the Local Government within whose jurisdiction it occurred.

288. The following General Rules are to be observed in the conduct of *preliminary* investigations relating to the loss of Parcels or Registered Letters, or the alleged abstraction of any part of their contents by Post Office Officials :—

(1.) It is the duty of every person in charge of a Post Office to report, without any delay whatever, to the Post-master General and Inspecting Post-master of the Division, every case which

may come to his knowledge of a Letter or Parcel having been tampered with, or stolen. Any failure to report, or any delay in reporting, will render the party neglecting this duty liable to make good the value of the property stolen.

(2.) This first Report, if made by the Delivering Office in a case in which the contents of a Letter or Parcel are alleged to have been abstracted, must contain information, as far as can be given, on all the points noticed in the paper of queries, and any further special points which may appear to require notice. At the same time, an inquiry by Telegraph should be despatched along the line.

(3.) If made by an intermediate Office, full particulars must be given as to any detention in transit, the persons in whose custody the Packet remained, the cause of detention, and the state in which it left the Office.

(4.) The report made by the Posting Office will contain answers to queries 1 to 8 inclusive, and all other information attainable.

(5.) The Inspecting Post-master, on receipt of a report of a loss, will at once communicate with other Post-masters, through whose Division the Letter or Packet may have passed; will report the occurrence to the Post-master General, and to the Magistrate of the District; and at once record in writing, in English, the statements made by the Officials in the Delivery, Posting, and Transit Offices, or such of them as are in his Division. He should collect, and attest, all original Chulans or other documents in any way relating to the transit of the article under investigation, and without delay report his opinion on the case to the Post-master General, with full information on the points noticed in the paper of queries, and will take such further measures to pursue the investigation as each case may seem to require, remembering that no length of time should ever act as a bar to inquiry in a case of robbery.

(6.) The Post-master General should be most careful to consider every point in every case himself; should avoid causing useless formal Letters to be written calling for reports, unless there is

delay in the submission of any report required ; and he should indicate to the Inspecting Post-master the points which, in his opinion, require, in each case, to be specially investigated.

Preliminary information to be collected whenever a Registered Letter or a Parcel is stolen or tampered with, while in transit through the Post Office.

1. Posting Office.
2. Delivering Office.
3. Sender's Name, &c.
4. Addressee's Name, &c.
5. Contents of Letter abstracted.
6. Date and hour at which posted.
7. Date and hour of Despatch from Posting Office.
8. Detention in Posting Office.
9. Date and hour of receipt in Delivery Office.
10. State of Packet in which Letter was received.
11. By whom was the Packet opened ?
12. In whose presence ?
13. State of Letter when received.
14. Date and hour of delivery to Addressee.
15. Detention in Delivery Office.
16. By whom was the Letter delivered to Addressee ?
17. In whose custody did it remain in Delivery Office before being delivered ?
18. Date of first report to Post-master General by Delivery Office.
19. Date of first report to Posting Office.
20. Date of report to Post-master General by Posting Office.
21. What is the usual time occupied in transit by a Letter from Posting to Delivery Office ?
22. How long was the Letter in question in transit ?
23. Where did the delay occur ?
24. How is it explained ?

25. Through what Post Offices did the Packet pass unenclosed in a transit bag?
26. The original Packet, Chulans, and Telegraph in which the Packet is entered are to be examined and sent to Postmaster General's Office with the original Packet cover.

ROAD ESTABLISHMENTS.

289. When the Mails are not conveyed by contract, the Establishment, whether of Men or Horses, by which it is conveyed, is under the immediate management of the Officials of the Post Office.

290. The following extract from Dr. Ranken's *Post Office Manual* states the capability of Runners, and the abuses which have chiefly to be guarded against. In practice it has been found that, when the Overseer's pay depends on the speed at which the Mail is carried, the Runners exert themselves:—

“The Overseers, if not watched, will generally keep up fewer Overseers must be “men than Government allows, in order to watched. “embezzle the wages of the number deficient.
 “Runners sometimes surrender the greater portion of what is “drawn on their account, for being permitted to leave the road “and attend to their domestic affairs at home. Others have been “known to pay eight annas a month, for permission to travel at “the slow pace at about two and a half miles an hour in carrying “the Mails, to the person whose public duty it was to accelerate “the Post.

“In some Divisions Runners used to pay for not being disturbed “or made to carry Mails at night.

“Whilst able-bodied men abound in most parts of the country, “who, rather than want, are willing to serve as Mail Carriers for “less than Government grants, the Overseer, or whoever is entrusted “with the payment of them, will have the power to take the difference to himself.

“ So long as Runners remain thus helplessly at the mercy of others, any indulgence or increase of wages intended for them will benefit none but the persons by whom they are hired and directed. For evils like these, the root of which is in the condition and character of the people, it is difficult to find a remedy.

“ The prevalent abuses are mentioned, however, to show an inexperienced Post-master how unsafe it is to depend for information on the persons forming his Road Establishment.”.

291. The following facts being ascertained, every Officer in charge of a Division of the Post Office should rely on them and act accordingly :—

Facts regarding the powers of Runners to Convey Mails at speed.

“ (1.) Seventeen or twenty healthy natives, in the prime of life which Runners ought always to be, can carry the maximum load of nine seers, six miles in an hour, without much effort.

“ (2.) They can carry six seers each over the same ground in the same time with ease.

“ (3.) Each of the twenty is capable of carrying full loads five miles in the hour twice a day.

“ It is the practice of each Runner, after carrying a load to the end of his Stage where he is relieved, to return unloaded to the place whence he started.

Double despatches.

“ If required to stop where relieved until he receive another Mail to carry back, he is made to perform nearly double work, and undergo little more exertion than he does voluntarily. When the same number of Packets is in this way conveyed in two portions, at separate times daily, the men carry but half loads.

“ Hence the additional labour imposed by a double despatch amounts merely to taking half a load instead of travelling idly. It will always be objected to by Overseers and Runners, with whose private occupations it generally interferes; but the parties, when finally offered the alternative of taking their discharge or submitting, rarely persist in opposing the improvement.

“The public interest demands that the Post should never stop longer than is absolutely necessary to deliver and receive Packets “in passing.”

292. Every line of Post Road will be under some Post-master or Post Office Inspector, who will be responsible for the speed attained in his own Division, and will submit to the Post-master General Monthly Time Statements, showing the time occupied in transit by each Mail. The Officer in charge of each Division will supply local Telegraphs for despatch with each Mail from each end of his Division. Every Post Office will keep a record of the hour at which each Mail arrives and is despatched. The local Telegraphs, when properly filled up, will be sent daily to the Officer in charge of the Division, who will transfer the entries to the Monthly Time Statement, and on the 3rd of the following month will send the Time Statement for the countersignature of the Officer in charge of the Post Office at the other end of the line: this latter Officer will correct any errors, and forward the Statement to the Post-master General, giving notice to the Superintendent of the line of the errors which have been corrected. Besides the Divisional Time Statements required above for the purpose of checking the speed on every line of road, Telegraphs (Form 34 Appendix) will be sent with the Mail from end to end of all main lines, and Monthly Time Statements will be prepared by the Office at one end, showing the speed attained along the whole line, all stoppages included.

293. Every line of Runners should, if possible, be under one Head Overseer, who will be held responsible for the speed attained by the Runners under him, and receive pay proportioned to the speed attained. As explained in the above extract, it is useless to increase the pay of Runners in proportion to speed; every able-bodied Runner can, if he chooses, convey the Mail during the dry weather at a

Road Telegraphs or Time Statements to be used.

Each line to be under one Overseer.

speed of six miles an hour, where the Stages do not exceed five miles in length, and there is a fair-weather road. Whether this speed is attained or not, depends entirely upon the efficiency of the Overseers and their superior, the Post-master.

294. When any Mail line traverses a country in which there are unbridged Streams and Ferries, the attention of the Post-master must be specially directed to the adoption of expedients to overcome the delay which such obstacles might cause. Ropes or bamboos stretched across unbridged Streams will suffice for unbridged Nullahs, and where Ferries occur, the Inspecting Post-master should personally ascertain that strong and efficient Boats and Crews are kept up for the exclusive service of the Post.

Passage of unbridged
Streams and Ferries.

295. The Post-master General should daily look at the Way Bills or Telegraphs of the main lines which are sent to him, and should punish severely all carelessness in filling up the necessary entries. The Inspecting Post-master should be equally strict in regard to the Divisional Statements.

296. The Overseers should also be instructed to report all delays which occur in any Post Office. The dilatory habits of a Writer not unfrequently neutralize the exertions of the Road Establishment, and though it is obvious, that for any practical purpose the speed of a Mail must be calculated inclusive of all stoppages, it is unfair to the Road Establishment to charge as neglect on its part, delays which are caused by circumstances over which the Subordinates of the Road Establishment have no control.

Delays in Post Offices.

297. When delay is habitual at any Office, as a special case the Mail in transit may be carried on and an Express despatched with the Packets of the Post Office of the Deputy Post-master who has caused the delay, the cost of the Express being charged to the Deputy Post-master in fault.

If delays occur, an Ex-
press to be sent at the
expense of party in fault.

OFFICE STAMPS.

Post Office to be supplied,

298. Each Post Office must be supplied with a set of Office Stamps with moveable-types for dates.

299. A Circular Stamp, about three-quarters of an inch in diameter, will be used in stamping Letters received for delivery or posted in any Office for despatch. *All* Letters received will be marked with a red impression on the back. Those despatched will, if pre-paid, be stamped in red on the back ; if unpaid, they will be stamped in black on the address side.

Re-directed Letter Stamp.

300. Re-directed Letters should be stamped with a black impression on the *back* of the Letter, an oval Stamp being used.

301. Beside the above Stamp, which must be dated, it will be convenient to supply the larger Offices with Miscellaneous Stamps. Stamps bearing the words "Too Late," "Refused," "Returned," "Not paid in full," "Unclaimed," to be impressed on Letters which may be posted too late, may be refused, or returned, insufficiently paid, or unclaimed.

302. All Letters, Papers and Packets whatever, received at any Post Office in India, for despatch by Post, whether paid, stamped, or liable to Postage, as the case may be, are to be marked with the appropriate Stamp, bearing the name of such Office of despatch ; and when slide Stamps, showing the date of the month and year, are not provided, the said date must be entered in writing across the middle of the face of the Stamp. If the Letter or Packet received for despatch be bearing Postage, the amount of Postage due must be entered in writing on the face of the Letter. (*R. Sect. XXXVII.*)

All Letters, &c., received for despatch to be marked with the appropriate Office Stamp and with the amount of Postage.

303. All Letters, Papers and Packets, whatever, received at any Post Office by Post, for delivery at such Office, are in like manner to be stamped with the appropriate Office Stamp, and marked with the date of the month and year ; but the amount of Postage paid or due is not to be marked, unless the Letter has been under-charged with Postage at the Despatching Office. (*R. Sect. XXXVIII.*)

304. All Postage Stamps on Letters, Papers or Parcels must be carefully obliterated with the Stamp furnished for that object ; and the black composition supplied for the purpose must be used in all cases. Letters bearing Stamps, which have been previously obliterated or defaced, must be treated as Unpaid Letters. (*R. Sect. XXXIX.*)

305. As misapprehension prevails regarding the obliteration of Stamps otherwise than at the Offices where Letters or Parcels are posted, it is to be understood and observed as a rule, that every Post Office is bound to obliterate with its own Stamp, before delivery, or forward despatch, any and all Stamps, which may be perceived to have escaped this mark of their employment, the omission being reported at once to the Inspecting Post-master of the Division, who will fine the Office in the amount of the unobliterated Stamps. Post-masters and Deputy Post-masters will bring to the notice of the Post-master General any cases in which Letters may be received from any other Post Office bearing upon them Stamps obliterated by any other than the authorized numbered Obliterator. Every Post Office must be supplied with a numbered list, showing the distinctive number of every Post Office in India.

306. Forward Letters, Papers or Packets, *i. e.*, those which follow a party addressed from Station to Station, are to be stamped at each Office of fresh despatch, and marked with the additional Postage due on such fresh despatch. (*R. Sect. XLI.*)

RECEIPT FOR PREPARING BLACK STAMPING INK.

307. The following recipes for Black and Red Stamping Ink should be followed :—

Boil pure Linseed Oil in a vessel capable of holding three times the quantity (natives generally sell this oil in an adulterated state) on a slow fire, until it ignites spontaneously. Let it burn for ten minutes or thereabouts, and when drops of the oil, on cooling, become sticky, mix a sufficient quantity of Lamp Black with this boiled oil, rubbing them well together.

Pounded Charcoal, reduced to an impalpable powder, answers, though not so well as Lamp Black, for black coloring matter.

RECEIPT FOR PREPARING RED STAMPING INK.

The Red Ink is made in like manner, with Oil and Vermillion.

To make and keep the oil in proper consistence, a little Poppy Seed Oil, which does not thicken, should be boiled as above described, and kept at hand to dilute the Linseed Oil, as the latter when kept over-time “drying,” is apt to become too viscid. If the oil burn with too much violence in boiling, cover the mouth of the vessel so as to exclude the air, and the flame will be extinguished.

MISCELLANEOUS.

308. Under the orders of the Government of India, Home Department, dated 12th January 1856, resort to the Insolvent Court will be considered as of itself constituting a sufficient cause for exclusion from the Public Service, unless it shall appear that the embarrassment of the Insolvent have been the result of unforeseen misfortunes, or of circumstances over which he could exercise no control, and have not proceeded from dissipated or extravagant habits. All petitions addressed to the Director General of the Post Office must be in English, Vernacular petitions will not be attended to ; all petitions except from persons who are under uss-

pension, or have been dismissed, should be sent to the Director General through the Post-master General of the Presidency.

309. All Deputy Post-masters and Post-masters will receive payment for Private Messages to be despatched by Electric Telegraph, and to transmit such Messages to the nearest Electric Telegraph Office.

They will, for the present, be remunerated by a Commission of twenty-five per cent., or one quarter of the sum received for the Messages to be sent.

Every Post Office has been supplied with a Table of Rates, and a copy of Electric Telegraph Rules, and it is hoped that their own interest will induce Deputy Post-masters to give every facility to the transmission of Private Messages from their Stations. The Superintendent of Electric Telegraph will prescribe the accounts which are to be kept by each Deputy Post-master; it is of course, to be understood, that all Messages must be prepaid in cash, and that the Postage on the cover enclosing the Messages must be pre-paid by Stamps. The Circular issued by the Superintendent of the Electric Telegraph in India is subjoined:—

NO. 12.

ELECTRIC TELEGRAPH.

Notice to all Stations.

From receipt of this Notice, the Assistant in Charge is authorised to send all Private Messages he may receive from the Post-master of places off the line, under the signature of the Post-master, without immediate cash payment. All such Messages are to be charged by the Assistant to the Post-masters, according to the Rules, for the number of words and rates for distance. A discount of twenty-five per cent. will be allowed to the Post-masters, with whom a regular account is to be kept by the Assistant in Charge of each Telegraph Station. The Post-masters are to pay in all sums received to the local Treasuries, less the discount, and forward

receipts to the nearest Telegraph Office, for transmission monthly to the Deputy Superintendent of each Division.

These arrangements are made under the sanction of the Director General of the Post Office in India.

(Signed) W. B. O'SHAUGHNESSY,

Supdt., Electric Telegraph in India.

Calcutta, 28th February 1856.

310. NOTIFICATION.—With reference to instructions received from the Hon'ble the Court of Directors, the Right Hon'ble the Governor General in Council is pleased to resolve that no person is to be admitted into the service of Government, as a Writer or Clerk, at an earlier age than sixteen years, and that the period for Pension from the State is to be reckoned from the earliest date of Public Service. *Financial Department No. 49, dated 29th October 1846.*

311. Under ordinary circumstances, all repairs to Post Offices and Travellers' Bungalow will be made by the Public Works Department. But in some cases, petty repairs will be made by the Officer of the Post Office; in such cases Inspecting Post-masters may sanction Disbursements not exceeding 5 Rupees for furniture or repair to Travellers' Bungalow, reporting the order immediately to the Post-master General for approval.

" Inspecting Post-masters should not, in ordinary cases, have anything to do with the Disbursement of Money for Petty Repairs to Public Buildings in their respective Divisions; such Disbursements, when necessary, should be made with their approval, and under their superintendence, by the Deputy Post-master of the nearest Post Office.

The Rule which prohibits Inspecting Post-masters from having to account for or disburse Public Money, should not be broken through, except when such a course is really necessary.

The sanction required will be that of the Inspecting Post-master for ordinary Disbursements not exceeding five (5) Rupees,

and of the Post-master General, when they exceed that sum, and do not exceed five hundred (500) Rupees.

Except in extraordinary cases all Estimates for Repairs should be submitted before being commenced.

All Advances made must appear in the accounts of the Disbursing Post-master of the District in which they may be made."

312. The Public have no right to expect the Servants of the Post Office to weigh parcels for them, excepting when received for despatch, as they would thereby be subject to interruption in the performance of current work. When, however, the Post Office Servants have leisure, they ought not to decline to weigh a parcel at the request of any individual.

313. In every future instance of '*Clubbing*' which may be detected, full Postage must at once be charged on the enclosures of the Packet, the parties concerned warned that they are liable to the penalties prescribed by the law, and an immediate report, detailing all the facts of the case, must be made to the Post-master General, who will decide whether or not legal measures shall be resorted to, but no further notice of the offence at all be taken by Subordinate Postal Officers unless specially instructed by the Post-master General.

Even if it be illegal, under the letter of the law, to send under the same cover several letters written by the same individuals to different persons residing at the same Station, the Post Office should rarely prosecute in such a case, or in any way interfere with the letters. Prosecutions for Clubbing should, except under very special circumstances, be commenced only in cases, in which there are good reasons for believing that the system is carried on as a trade.

314. Extract from a Despatch from the Hon'ble the Court of Directors to the Government of Bengal, dated 23rd December 1840, No. 18.

"19. We are of opinion that the rule laid down by you is too general. If an Officer who may have been suspended from Office should thoroughly clear his character, it is right that he should not suffer any loss of salary, and the

amount paid to the Officer officiating in his place must be an additional charge to Government, unless there should be sufficient ground for charging it to the Authority by whom the Officer may have been improperly suspended. But an Officer may have been justly suspended from Office, though it be not thought necessary to visit him with the penalty of dismissal. In such a case, the amount paid to the officiating Officer should be a charge on the salary of the suspended Officer.

“20. If the suspended Officer be finally dismissed, and the officiating Officer be confirmed in the situation, the latter should receive the whole salary of the Office, otherwise he should receive the portion which would be paid to him if the suspended Officer had been on leave of absence.”

315. To ensure uniformity in the Quarterly Comparative Statement of Letters, &c., despatched, received, and unclaimed, which Post-masters and Deputy Post-masters are required to submit to their respective Inspecting Post-masters, the Form (No. 38) is to be adopted. The return for each quarter must be posted on the 15th of the month following the close of the quarter.

316. A Memo. in Form 39 must accompany every application for permanent sanction to a Letter Box opened experimentally in any town.

R U L E S
RELATING TO THE
REGISTRATION OF LETTERS
SENT THROUGH THE
P o s t O f f i c e .

1. THE system of Registration is applicable to all descriptions of Letters without distinction, and also to packets of Books ; but in the case of Letters for Foreign Countries from India, extends only to the port of despatch.

2. A Post-master, Deputy Post-master, Receiver, or other Officer, on being applied to register a Letter, will demand a Registry Fee of Four Annas, and will write distinctly, on the front of the Letter, "*Registered Letter*"; he will also stamp the Letter plainly, and enter the address and number of it on the left hand side of the Receipt Book with which he is furnished ; he will next enter the number and address of the Letter upon the Receipt, so as to correspond with the entry in the counterpart. The Receipt will then be stamped with the dated Office Seal, torn out of the book, and given to the Poster.

3. The Registration Fee of Four Annas must be paid before a Receipt is given.

4. The full address of Registered Letters must be entered on the Letter Chulan, and the Letter itself must be enclosed in one of the green printed covers that are furnished for the purpose.

5. This green cover must be enclosed, unsealed, in the Bag or Packet addressed to the Delivering Office, or, when a Sorting Office intervenes, in the Packet in which Letters for the Delivering Office are usually sent.

6. No Letter can be received in order to be registered, unless it is brought to the Post Office half an hour before the closing of the Box for the particular Mail or Bag by which it is to be despatched.

7. When, from any cause, a Registered Letter cannot be delivered, it must be sent back, without delay, with the original green cover, to be returned to the sender. When a Registered Letter has to be re-directed, and forwarded, the original green cover must be returned to the Office of Despatch, and the Letter sent to its new address with a fresh cover. The full direction of the Letter must also be entered in the Letter Chulan with which it may be forwarded.

8. On the delivery of a Registered Letter to the party to whom it is addressed, a Receipt in duplicate must be taken by the Delivery Peon or Letter Carrier, one of which Receipts must be returned to the Posting Office by the first Post, the duplicate must be carefully preserved by the Post-master of the Delivering Office as the voucher for the safe delivery of the Letter: he will be held responsible for it if he cannot, when required, produce the Receipt as proof of the delivery.

9. The portion of the cover returned to the Posting Office must bear a clear impression of the dated Office Stamp, showing the day on which the Registered Letter reached the Post-master's hands: it may be sent open in the Bag or Packet.

10. No Letters can be refused to be registered, provided they are posted in sufficient time, and the Registration Fee is paid in advance, and that the other Regulations in force with each class of Letters are duly complied with.

11. Any neglect of these Regulations, which shall involve the loss of a Registered Letter, will not only render the party guilty of such neglect liable to be called on to make good the amount of the loss sustained in consequence, but will be punished by dismissal from the Service.

12. That there may be no misconception as regards the course to be pursued with Registered Letters, it must be distinctly understood, *that the person to whose possession such Letter is last traced will be held-responsible for it*, as a matter of course, until he shall have discharged himself of the responsibility by a satisfactory explanation.

13. It will therefore be necessary for every Officer, on opening a Bag or Packet, immediately to seek the Letter Bill, and in the

event of a Registered Letter being entered on it to certify its arrival by attaching his initials to such entry ; he will then place the Letter in its proper channel for disposal, taking an acknowledgment, by initials or otherwise, from the person into whose hands it may be given for delivery or despatch ; each Officer who may receive the Registered Letter will pursue the same course, until it reaches the party for whom it is intended, when the usual Official Receipt is obtained on its delivery.

14. Should any entry be made on the Letter Bill of a Registered Letter, and such Letter (although it ought from its being separate from the others to be distinctly seen) cannot be found in the Bag, the opener of the Bag must immediately report the circumstance, calling in, if possible, another person to verify the fact, before he has touched the other Letters.

15. With regard to the despatch of Registered Letters, the same precautions must be observed, the Clerk who receives the Letter for despatch from the Poster must obtain a discharge from the Officer to whom he delivers it, and this Officer, and all others through whose hands it may pass, must pursue the same course. The Despatching Clerk will enter the Letter on the Bill, carefully checking it into the Bag or Packet, and will be only exonerated from his liability by the signature of the Receiving Clerk at the Office to which the Bag is addressed.

16. Every irregularity connected with Registered Letters must be instantly reported to the Inspecting Post-master, and by that day's Post to the Post-master General, in order that innocent parties may not be involved in heavy responsibilities, which in reality do not attach to them.

17. The date of the receipt at the Delivering Office of a Registered Letter is to be noted on the green Chulan.

18. Each Post-master will be responsible that every party employed in any Office in his Division is made acquainted with these Regulations, and will take their signatures as an acknowledgment of having perused and understood them.

APPENDIX.

Act No. XVII. of 1854.

AN ACT for the Management of the Post Office, for the Regulation of the Duties of Postage, and for the Punishment of Offences against the Post Office.

I. Act No. XVII. of 1837, Act No. XX. of 1838, and Act No. XVII. of 1839 are hereby repealed, except so far as they
Repeal of former Acts. repeal the whole, or any part of any other Act or Regulation, and except as to any act or offence which shall have been done or committed, or to any money which shall have become due, or to any fine or penalty which shall have been incurred, or to any proceedings which shall have been commenced, before this Act shall come into operation.

II. Wheresoever, within the Territories under the Government of the East India Company, posts or post communications are, or shall be established by the East India Company, the said East India Company shall have the exclusive privilege of conveying by post, from one place to another, all letters other than letters conveyed by Her Majesty's mails, except in the following cases, and shall also have the exclusive privilege of performing all the incidental services of receiving, collecting, sending, despatching, and delivering all letters, except in the following cases, that is to say :—

1. Letters sent by a private friend in his way, journey, or travel, so as such letters be delivered by such friend to the person to whom they shall be directed, without hire, reward or other profit or advantage, for receiving, carrying, or delivering the same.

2. Letters solely concerning the affairs of the sender or receiver thereof sent by a messenger on purpose.

3. Letters solely concerning goods or other property sent either by sea or land, to be delivered with the goods or property which such letters concern, without hire, reward, or other profit or advantage, for receiving, carrying, or delivering such letters.

But nothing herein contained shall authorise any person to make a collection of such excepted letters for the purpose of sending them in the manner hereby authorised.

III. Wheresoever, within the said Territories, posts or post communications are, or shall be established by the East India Company, the following persons are expressly forbidden to collect, carry, or deliver any letter or letters, or to receive any letter for the purpose of carrying or delivering the same, although they shall not receive hire or reward for so doing, that is to say :

1. Common carriers of passengers or goods, and their drivers, servants, or agents, except letters solely concerning goods in their carriages.

2. Owners and Commanders of ships, steam-boats, or other vessels passing on any river or canal, or to or from any port in the Territories under the Government of the East India Company, and their servants, or agents, except letters solely concerning goods on Board.

IV. Every person who shall convey otherwise than by the post a letter not excepted from the said exclusive privilege shall, for every letter so conveyed, forfeit a sum not exceeding fifty rupees : and every person who shall be in the practice of so conveying letters not so excepted shall, for every week during which the practice shall be continued, forfeit a further sum not exceeding five hundred rupees ; and every person who shall perform otherwise than by the post any services incidental to conveying letters from place to place, whether by receiving, taking up, ordering, collecting, carrying, or delivering a letter or letters not excepted from the said exclusive privilege, shall forfeit for every such letter a sum not exceeding fifty rupees ; and every person who shall be in the practice of so performing any such incidental services shall, for every week during which the practice shall be continued, forfeit a further sum not exceeding five hundred rupees ; and every person who shall send a letter not excepted from the said exclusive privilege, otherwise than by the post or shall either tender or deliver a letter not so excepted in order to be sent otherwise than by the post, shall forfeit for every such letter a sum not exceeding fifty rupees ; and every person who shall be in the practice of committing any of the acts last mentioned shall, for every week during which the practice shall be continued, forfeit a further sum not exceeding five hundred rupees ; and every person who shall make a collection of excepted letters for the purpose of sending them otherwise than by the post shall forfeit for every such letter a sum not exceeding fifty rupees ; and every person who shall be in the practice of making a collection of excepted letters for such purpose shall forfeit, for every week during which the practice shall continue, a further sum not exceeding five hundred rupees. Every person who shall carry, receive or deliver a letter, or collect letters contrary to the provisions of Section III. of this Act, shall forfeit for every such letter a

sum not exceeding fifty Rupees; and every person who shall be in the practice of committing any of the acts last mentioned shall, for every week during which the practice shall be continued, forfeit a further sum not exceeding five hundred rupees.

V. For carrying on the service of the Post Office, it shall be lawful for the Governor General of India in Council to appoint or to authorize the local Governments to appoint such Officer or Officers, with such official styles or designations, and to vest them with, and delegate to them such powers not inconsistent with the provisions of this Act, as the said Governor General of India in Council may deem expedient.

VI. Wheresoever posts or post communications are, or shall be established by the East India Company, postage, if pre-paid by a stamp or stamps, as hereinafter provided, shall be charged by weight on letters transmitted by the letter post by sea or land, or partly by sea and partly by land, according to the following scale:—

On every letter not exceeding a quarter of a tolah, in weight, six pies.

On every letter exceeding a quarter of a tolah, and not exceeding half a tolah in weight, one anna.

On every letter exceeding half a tolah, but not exceeding one tolah in weight, two annas.

On every letter exceeding one tolah, and not exceeding one tolah and a half in weight, three annas.

On every letter exceeding one tolah and a half, and not exceeding two tolahs in weight, four annas.

And for every tolah in weight above two tolahs, two additional annas; and every fraction of a tolah above two tolahs shall be charged as one additional tolah.

Every packet or other article transmitted by the letter post shall be deemed a letter within the meaning of this Section, unless it be a packet or other article on which a different rate of postage shall be chargeable under this Act.

The rates of postage specified in this and the following Section may be charged on all letters or other articles which shall pass through any Post Office, provided that such postage shall not be charged on letters or other articles received through Her Majesty's Mails, when such letters or articles are delivered at the place of receipt; nor on any letter or article transmitted by Her Majesty's Mails, when posted at the place of despatch of such mails: nor on any newspaper received by sea otherwise than through the East India Company's post and delivered at the place of receipt; nor on any

newspaper posted for despatch by sea or otherwise than through the East India Company's post, when posted at the place of despatch.

VII. Wheresoever posts or post communications are, or shall be established by the East India Company, postage on newspapers, pamphlets, and other printed or engraved papers transmitted by the letter post by sea or land, or partly by sea and partly by land, shall be charged by weight according to the following scale :—

1. On every imported newspaper, pamphlet, or other printed or engraved paper—

If the same shall not exceed six tolahs in weight, two* annas.

If the same shall exceed six, but shall not exceed twelve tolahs in weight, four annas.

If the same shall exceed twelve tolahs in weight, there shall be charged and taken two* additional annas for every six tolahs in weight above twelve tolahs; and every fraction of six tolahs above twelve tolahs shall be charged as six additional tolahs.

2. On every newspaper, pamphlet, or other printed or engraved paper not imported—

If the same shall not exceed three† and a half tolahs in weight, two* annas.

If the same exceed (three† and a half tolahs,) and not exceed six tolahs in weight, four* annas.

If the same shall exceed six tolahs in weight, there shall be charged and taken two* additional annas for every three tolahs in weight above six tolahs; and every fraction of three tolahs above six tolahs in weight shall be charged as three additional tolahs.

An extra or supplement to any newspaper, bearing the same date as the newspaper, and transmitted therewith under the same cover, shall be deemed part of the newspaper.

Nothing contained in this Act shall be construed to oblige any person to send any newspaper, pamphlet, or other printed or engraved paper through the Post Office, but it shall be lawful for all persons to send the same in any other manner.

VIII. A newspaper, pamphlet, or other printed or engraved paper shall not be sent by the letter post at the rates prescribed in the preceding Section, unless the following conditions be observed, that is to say ;

Newspapers, &c., how
to be sent by post.

* These rates are reduced to one-half by Government Order, dated October 16th, 1854.

† Raised to our tolahs by Government Order No. 698, dated May 25th, 1855.

1. It shall be without a cover, or in a short cover open at both ends.

2. There shall be no word printed on such newspaper, pamphlet, or other printed or engraved paper after its publication, or upon the cover thereof, nor any writing or mark upon it, or upon the cover of it, except the name and address of the person to whom it is sent, and the name and address of the sender.

3. There shall be no paper or thing enclosed in or with any such newspaper, pamphlet, or other printed or engraved paper.

IX. Any newspaper, pamphlet, or other printed or engraved paper sent by the letter post, in respect of which the above conditions shall not be observed, shall, together with any thing enclosed in or with the same, be charged with postage at the rate which would be charged on an unstamped letter of equal weight.

X. Proof sheets marked as such, may be sent by the letter post at the rates prescribed for newspapers, provided the contents be correctly certified on the cover by the signature in full of the sender, otherwise the same shall be charged with postage at the rate which would be charged on an unstamped letter of equal weight.

XI. Inland banghy postage shall be charged by weight and distance, on parcels sent by the banghy post, according to the following scale :—

| FOR DISTANCES. | | IF NOT EXCEEDING IN WEIGHT. | | | | | | | |
|------------------|--------|-----------------------------|---------|---------|---------|---------|---------|---------|---------|
| | | 20 | 100 | 200 | 300 | 400 | 500 | 600 | |
| | | Tolabs. | Tolabs. | Tolabs. | Tolabs. | Tolabs. | Tolabs. | Tolabs. | Tolabs. |
| | Miles. | Rs. As. | Rs. As. | Rs. As. | Rs. As. | Rs. As. | Rs. As. | Rs. As. | Rs. As. |
| Not exceeding .. | 100 | 0 2 | 0 4 | 0 8 | 0 12 | 1 0 | 1 4 | 1 8 | |
| Not exceeding .. | 300 | 0 6 | 0 12 | 1 8 | 2 4 | 3 0 | 3 12 | 4 8 | |
| Not exceeding .. | 600 | 0 12 | 1 8 | 3 0 | 4 8 | 6 0 | 7 8 | 9 0 | |
| Not exceeding .. | 900 | 1 2 | 2 4 | 4 8 | 6 12 | 9 0 | 11 4 | 13 8 | |
| Not exceeding .. | 1,200 | 1 8 | 3 0 | 6 0 | 9 0 | 12 0 | 15 0 | 18 0 | |
| Exceeding .. | 1,200 | 1 14 | 3 12 | 7 8 | 11 4 | 15 0 | 18 12 | 22 8 | |

Provided that several letters shall not be enclosed in a banghy parcel under a penalty not exceeding fifty rupees, and letter postage shall be chargeable on every letter contained therein.

XII. Books, pamphlets, packets of newspapers, and of printed or engraved papers other than newspapers. provided they do not exceed one hundred and twenty tolahs in weight, and be sent without covers, or packed in short covers open at both ends, and provided the postage thereon be pre-paid by means of a proper stamp or stamps to be affixed thereon as hereinafter provided, shall, if sent by the banghy post, or by sea as banghy parcels, or partly by the banghy post and partly by sea, be charged with the following rates of postage, without reference to the distance to which they may be carried :—

If not exceeding twenty tolahs in weight, one anna.

If exceeding twenty tolahs, but not exceeding forty tolahs in weight, two annas.

And for every twenty tolahs in weight above forty tolahs, there shall be charged and taken one additional anna; and every fraction of twenty tolahs above forty tolahs shall be charged as twenty additional tolahs.

If any such book, pamphlet, or packet exceed one hundred and twenty tolahs, or if the postage chargeable thereon be not pre-paid as aforesaid, it shall be subject to the rate of postage prescribed for banghy parcels in the preceding Section of this Act.

XIII. Banghy postage, when chargeable by distance under Section XI, shall be calculated and charged according to a Polymetrical Table of Distances, showing, as accurately as practicable, the distance by the nearest road between every two Post Office Stations in India, which Table shall be prepared by order of the Governor General of India in Council and corrected from time to time as need be. Each Post-master General shall prepare from the aforesaid Polymetrical Table, in the English and Vernacular languages, for the use of every Post Office under his control, a list of all the other Post Offices in India, arranged alphabetically, and showing the distance of each of them from the Post Office for the use of which it is made; and such list shall be affixed in some conspicuous place in such Post Office.

XIV. Where there is a banghy post established on any line of road, no letter or other article exceeding twelve tolahs in weight shall be conveyed by the letter post on that line of road, except in such cases, and under such restrictions, as the Governor General of India in Council may direct; and every letter or other article not exceeding twelve tolahs in weight shall be

Limitation of weight of letters where there is a banghy post.

conveyed by the letter post, unless expressly directed to be sent by the banghy post.

XV. Where there is no banghy post established on any line of road, letters, parcels, and packets exceeding twelve tolahs and not exceeding forty tolahs in weight, shall be received and transmitted by the letter post. Letters

shall be charged according to the scale in Section VI., and newspapers, pamphlets, and other printed or engraved papers according to the scale in Section

Letters and other articles exceeding twelve tolahs, but not exceeding forty tolahs. VII. of this Act, as the case may be; parcels and packets shall be charged with banghy postage according to the scale in Section XI. or Section

XII. of this Act, as the case may be, if it be certified in writing, on such parcel or packet, under the full signature and address of the sender, that it does not contain any letter or other written communication, or any newspaper, pamphlet, or other printed or engraved paper.

If any such certificate be false, any such thing contained in such certified letter or other article shall be charged with postage according to the rate specified in Section VI. or

Certificate. Section VII. of this Act as if sent separately, and the sender will be subject to the penalty hereinafter provided. Parcels exceeding forty

Parcels exceeding forty tolahs. tolahs, and not exceeding six hundred tolahs in weight, shall be transmitted along any

such line as banghy parcels; but it shall be in the discretion of the Post-master or Deputy Post-master, to whom such parcels are brought for despatch, to forward them at such times and in such manner as may be convenient.

XVI. Whenever the Post-master General of any Presidency shall have notified in the Official *Gazette*, that the banghy post is conveyed in the same carriage with the letter post along any line of road, it shall not be lawful to send by the banghy post any letter or writ-

ten communication of less weight than twelve tolahs, or any packet of newspapers; and every person who shall knowingly send by the banghy post along any such line of road, any such letter, written communication, or newspaper enclosed in a parcel, shall forfeit for every such offence a sum not exceeding fifty rupees, and postage shall be charged for every such letter packet, or newspaper, as if sent separately by the letter post.

XVII. On all parcels chargeable under Section XI. with banghy postage according to distance when conveyed by land, ship postage on parcels. postage shall be charged when they are conveyed

by means of the East India Company's post by sea according to the following scale, *viz.* :

On every parcel not exceeding one hundred tolahs in weight, eight annas,

And for every hundred tolahs, in weight above one hundred tolahs, eight additional annas ; and every fraction of one hundred tolahs above one hundred tolahs shall be charged as one hundred additional tolahs ; and if such parcel be conveyed by the East India Company's post, partly by banghy and partly by sea, ship postage shall be charged in addition to inland banghy postage.

XVIII. No parcel exceeding six hundred tolahs in weight, or three feet in length or one foot in breadth, or one foot in depth, or two thousand five hundred and ninety-two cubic inches in bulk, shall be received at any Post Office for despatch either by ship or steam-boat, or by banghy post, except in such cases and under such restrictions as the Governor General of India in Council shall direct. On parcels exceeding six hundred tolahs in weight, when so forwarded, there shall be charged and taken an additional single rate of banghy postage according to distance for every hundred tolahs above six hundred tolahs ; and every fraction of one hundred tolahs above six hundred tolahs shall be charged as one hundred additional tolahs.

XIX. Letters and newspapers posted for despatch, either by Her Majesty's Mails or otherwise to Ceylon, or to any place to which a post communication shall not have been established by the East India Company, upon which the full amount of postage chargeable under this Act has not been pre-paid by a postage stamp or stamps, shall not be despatched, but shall be dealt with as unclaimed letters are hereinafter directed to be dealt with. No parcel shall be received for despatch as above to any such place, unless the full amount of postage chargeable thereon shall be pre-paid in money or by a postage stamp or stamps. Provided that nothing in this Section shall be construed to require the pre-payment of British postage on letters, parcels, or other articles, upon which the pre-payment of such postage has been left optional by Her Majesty's Post-master General.

XX. Subject to any alteration which may be made by virtue of the power hereinafter vested in the Governor General of India in Council, letters posted for despatch, either by sea or land, to any place to which a post communication is, or shall be established by the East India Company, upon which the postage chargeable under Section VI. of this Act has not been pre-paid by a postage stamp or stamps, shall be forwarded to their destina-

tion, and upon every such letter double postage shall be charged on delivery. Newspapers, pamphlets, and other printed and engraved papers so posted, not pre-paid by a postage stamp or stamps, shall be forwarded to their destination, and the postage chargeable on them shall be levied on delivery; but no money shall be received at any Post Office in pre-payment of postage on any letter, newspaper, pamphlet, or other printed or engraved paper so posted. On parcels so posted, the postage chargeable according to Section XI. or Section XVII. may be pre-paid in money or by a postage stamp or stamps; when not pre-paid, they shall be forwarded to their destination, and the postage thereon shall be levied on delivery.

XXI. It shall be lawful for the Governor General in Council at any time to direct that all or any letters, packets, parcels, or other articles, shall not be forwarded by post, unless the postage thereof shall be pre-paid by means of a proper stamp or stamps; or that on all or any letters, packets, parcels or other articles on which the postage shall not be pre-paid by a stamp or stamps, or otherwise, as the said Governor General in Council shall direct, there shall be charged such higher rates of postage as from time to time may be deemed expedient, not exceeding double the rates of postage hereinbefore specified.

XXII. If any letter be posted, having affixed thereto a postage stamp, or stamps, the value of which shall be less than the rate of postage to which such letter would be liable if duly and properly stamped when posted, there shall be charged on such letter a postage of double the amount of the difference between the value of the stamp affixed thereto and the postage to which such letter would be liable as aforesaid if duly and properly stamped when posted. If any parcel, newspaper, pamphlet, or other printed or engraved paper shall be so posted, having affixed thereto any such stamp or stamps, the value of which shall be less than the rate of postage to which the same would be otherwise liable under this Act, there shall be charged thereon a postage equal to the amount of the difference between the value of the stamp or stamps affixed thereto, and the postage to which such parcel, newspaper, pamphlet, or other printed or engraved paper shall be otherwise liable, as aforesaid.

XXIII. On every letter or packet, which shall be re-directed and forwarded by the letter post, from any place to which it shall have been conveyed by the letter post, there shall be charged for the postage thereof from the place at which the same shall be re-directed, in addition to all other postage paid or due thereon,

the rate of postage to which it would be liable, if posted and pre-paid by stamp at the place where it shall be re-directed.

XXIV. No person shall knowingly post, or send, or tender, or deliver in order to be sent by the post, any letter, parcel, or packet containing any explosive or other dangerous material or substance; and any person contravening this prohibition shall forfeit for every such offence a sum not exceeding two hundred rupees.

XXV. It shall be lawful for the Governor General of India in Council at any time to authorize the levy of postage at rates different from those prescribed in this Act, provided there be no increase made thereby in any particular of the rates so prescribed, except as provided in Section XXI. of this Act.

XXVI. No person having delivered into any Post Office any letter, parcel, or packet shall be entitled to recall the same; but nothing in this Section shall prevent the re-delivery of any such letter, parcel, or packet to the sender thereof, subject to such rules and regulations, if any, as the Governor General of India in Council may direct; but newspapers, pamphlets, or other printed or engraved papers may be so recalled or restored, provided that the person claiming the same shall satisfy the Officer in charge of the Post Office that he was the sender thereof, and provided the amount of postage which would have been due thereon, if the same had been forwarded, be paid.

XXVII. The postage charged on letters and packets by Her Majesty's Post-master General, under the name of Steamer or British packet postage, or by any other denomination, shall, after the rates of such postage have been published in the Official *Gazette* of any Presidency, be recovered in the same manner as postage chargeable under this Act.

XXVIII. All letters and other articles, having a stamp or stamps affixed thereto, (such stamp or stamps in every case being affixed on the outside and being equal in value to the rate or rates of postage to which such letters or other articles are liable under this Act,) shall, provided the stamp or stamps shall not have been used before, be considered as pre-paid.

XXIX. The Governor General of India in Council shall cause postage stamps to be provided, denoting such values as the said Governor General of India in Council may direct, and shall give such orders, and make such other regulations relative thereto, as may be deemed expedient.

XXX. Postage stamps provided as aforesaid shall be under the care and management of such Officer or Officers as the Governor General of India in Council shall direct; and all sums of money realized by the sale of postage stamps shall be carried in the public accounts to the credit of the Post Office.

XXXI. The Governor General of India in Council may make rules for the appointment and government of vendors of postage stamps, and thereby direct how and under what terms and condition postage stamps may be supplied to them for sale; and whether any and what security shall be given by such vendors, and whether any and what remuneration or discount shall be allowed to them; and how and in what manner and at what time or times such vendors shall keep and render their accounts and pay over the proceeds of any sales made by them or re-deliver the stamps entrusted to them.

XXXII. Government vendors of postage stamps shall be bound by such rules, and in case of any wilful breach thereof, shall be liable to a penalty not exceeding two hundred rupees, in addition to any other proceedings to which they may be liable.

XXXIII. Any Government vendor of postage stamps, who shall be convicted of refusing or unnecessarily delaying without reasonable excuse, to furnish postage stamps to any person desiring to purchase the same and tendering in lawful currency the full value thereof, (the stamp vendor having in his possession for sale sufficient stamps of the description and value required,) shall be subject to a fine not exceeding one hundred rupees.

XXXIV. Any Government vendor of postage stamps, convicted of taking from a purchaser a higher price than the value denoted on the stamps sold, shall be deemed guilty of extortion, and shall be punished, on conviction, with imprisonment, with or without hard labor for any term not exceeding six months, or to a fine not exceeding one hundred rupees, and shall also be liable to refund to the purchaser the whole amount proved to have been taken in excess, which amount may be recovered by such purchaser before a Magistrate in the same manner as any penalty under this Act.

XXXV. *Clause 1.*—If any person shall forge or counterfeit, or cause or procure to be forged or counterfeited, any die, plate or other instrument used for the purpose of making postage stamps; or if any person shall forge or imitate, or cause to be forged or imitated, any postage stamp; or if any

person shall knowingly, and without lawful excuse (the proof of which excuse shall lie on the person accused,) have in his possession any false, forged or counterfeited die, plate, or other instrument, resembling, or intended to resemble, either wholly or in part, any die, plate, or instrument used for the purpose aforesaid ; or if any person shall stamp or mark any paper or other substance with any such false, forged, or counterfeit die, plate, or instrument as aforesaid ; or if any person shall knowingly use, utter, sell, or expose for sale, or shall knowingly and without lawful excuse (the proof of which excuse shall lie on the person accused) have in his possession any paper or other substance having thereon the impression of any such false, forged, or counterfeit die, plate, or other instrument as aforesaid ; or having thereon any counterfeit stamp resembling, or intended to resemble, or to be mistaken for a postage stamp, such person so offending, and every person knowingly aiding, abetting, or assisting such person in committing any such offence, shall be punished with imprisonment, with or without hard labor, for a term not exceeding seven years, and shall also be liable to fine.

Clause 2.—Any Officer of Police may seize and transmit to the Magistrate any such forged or counterfeit die, plate, or other instrument, or any such forged or counterfeit postage stamp.

Forged stamps may be seized.

Clause 3.—Any Officer of Police having power by law to search for stolen property may, subject to the provisions under which he is empowered to make such search, proceed to search houses or other places in which there may be reasonable cause to suspect that there is any such forged or counterfeit article, and shall seize and transmit to the Magistrate any such counterfeit article that may be found therein.

And searched for.

XXXVI. If any person shall fraudulently remove any postage stamp from any letter or other thing to which such stamp shall have been affixed ; or if any person shall knowingly use any such stamp or stamps so fraudulently removed ; or if any person shall fraudulently erase or remove, from any such stamp or stamps, any writing or other matter or thing thereon written or impressed, every person so offending shall forfeit a sum not exceeding two hundred rupees for every such offence.

Penalties for evading postage stamp duties.

XXXVII. The person to whom any letter or other article, the postage of which has not been paid, shall be delivered shall not be bound to pay the postage if he forthwith return the same unopened ; but if he open the same, he shall be bound to pay the postage due thereon.

Postage on unpaid letters, &c., to be paid by the receiver.

If he forthwith return the same unopened the sender of the letter or packet shall be bound to pay the postage thereof. If any person shall refuse to pay any postage which he is legally bound to pay for any letter or other article, the same may be recovered for the use of the East India Company by any Post-master General, or by any Officer in charge of a Post Office, by order of a Post-master General in the same manner as a fine may be recovered under this Act; and it shall be lawful for the Officer in charge of any Post Office to withhold from the person so refusing, until such postage be paid, any other letter or packet addressed to that person, not being superscribed as on the public service. Provided always, that if a letter or other article shall appear to the satisfaction of the Post-master of the Office of delivery to have been maliciously sent for the purpose of annoying the person to whom it is addressed, the Post-master of the Delivery Office may remit the postage.

XXXVIII. Any person posting a letter or other article shall be entitled to require that it shall be registered at the Receiving Registered letters. Post Office, and that a receipt shall be granted for such registered letter or article, and it shall be lawful for the Governor General in Council to direct, that, in addition to any rates of postage payable under this Act, a fee not exceeding four annas shall be charged on any letter or other article which the sender thereof shall require to be so registered, and such registration fee shall be paid on the letter or other article being delivered at the Post Office.

XXXIX. It shall be lawful for the Governor General of India in Council to fix and order any rate of postage to be charged Expresses. for the conveyance of letters or other articles by express, in addition to or instead of any other rates of postage chargeable on such letters and articles under this Act.

XL. When any vessel arrives by sea at any place within the Territories under the Government of the East India Company at which there is a Post Office, the Commander of such vessel shall, as speedily as possible, cause every letter and packet on board of such vessel, which is directed to that place, and not excepted from the exclusive privilege of the Post Office, to be delivered either at the Post Office or to some Officer of the Post Office authorised to receive the same; and if there be on board any letter or packet directed to any other place, and not excepted from the exclusive privilege aforesaid, the said Commander shall, as speedily as possible, report the same to the Post-master of the place at which he has arrived, and shall act according to the directions he may receive from such Post-master,

and the receipt of such Post-master shall discharge such Commander from all responsibility in respect of such letter or packet.

Penalty. Every Commander of a vessel, who shall wilfully disobey any of the directions contained in this Section, shall be punished with a fine not exceeding one thousand rupees.

XLII. Every person, being either the Commander of a vessel inward-bound; or any one on board such vessel, who shall within the said Territories, knowingly have in his possession any letter not excepted from the privilege of the Post Office, after any part of the letters on board the said vessel shall have been sent to the Post Office, shall forfeit for every such letter a sum not exceeding fifty rupees, whether the letter be in the baggage or on the person of the offender or otherwise in his custody; and every such person who shall detain any such letter after demand made for the same by an Officer of the Post Office shall forfeit for every such letter a sum not exceeding one hundred rupees.

XLII. For every letter delivered by the Commander of any ship in conformity with the directions of Section XL. of this Act, the Officer in charge of the Post Office shall pay to the said Commander the sum of one anna; and the sum of one anna shall be chargeable as postage on such letter in addition to any other postage chargeable thereon under this Act. Provided that no payment shall be made to the Commander of any vessel on account of the delivery of any letter, unless the claim of such Commander shall be preferred before the vessel leaves the place at which the letter was delivered, or before the expiration of two months from the date of the arrival of such vessel. Provided also, that nothing contained in Sections XL., XLI., and XLII., of this Act shall extend to any letter or packet conveyed by Her Majesty's Mails.

XLIII. The Commander of every vessel leaving any place in the said Territories by sea shall receive on board of such vessel every letter and packet which he shall be required so to receive by any Officer of the Post Office, and shall give a receipt for such letter or packet; and every Commander of a vessel who shall wilfully disobey any direction contained in this Section shall be punished with a fine not exceeding one thousand rupees.

XLIV. *Clause 1.*—A list of all letters, packets and parcels posted and addressed to persons who cannot be found, shall be prepared daily in every Post Office and exposed for not less than two weeks in the most conspicuous part of such Office; and all such letters, packets, and parcels, which shall have remained three weeks

unclaimed in any Office shall, if the sender's name and address are written on the cover, be returned to the Posting Office to be delivered to the sender free of all charge: all letters, packets, and parcels, of which the sender's name and address cannot be ascertained, unless they be opened, shall, after remaining unclaimed for three weeks as above, be forwarded to the Office of the Post-master General of the Presidency.

Clause 2.—The Post-master General, or some person duly appointed for the purpose and bound to secrecy, shall immediately open all such letters, packets, or parcels, and if the address of the sender can be discovered, shall enclose them in dead letter covers and return them to the sender. All letters, packets, and parcels, of which neither the person addressed nor the sender can be found, shall, after they have remained unclaimed in the office of the Post-master General for one year, be destroyed.

Clause 3.—All money found in any unclaimed letter, packet, or parcel shall be paid into the Public Treasury, and all other valuable property found as above shall be sold by the Post-master General of the Presidency, or by some one duly authorised by him for that purpose, and the proceeds of the sale shall be paid into the Public Treasury for the benefit of any person who may have a right thereto, after deducting all sums due from such person for postage.

XLV. Letters, parcels, or packets rejected unopened by the person to whom they are addressed shall be forthwith sent to the Office of the Post-master General of the Presidency, who shall open the letter, parcel, or packet, and take measures to recover the postage from the sender, or shall at his discretion destroy the letter, parcel, or packet; and all money or other valuable property, which such letter, parcel, or packet may contain shall be disposed of in the manner prescribed in the preceding Section, with respect to such money or property contained in unclaimed letters.

XLVI. On and after the passing of this Act, the privilege of sending and receiving letters and packets by the post, free of postage, whether official or otherwise, shall wholly cease; and all letters and packets to which any such privilege now extends, shall henceforth be charged with the same rates of postage as any other letters sent by the post. Provided that letters and packets on the public service, certified to be such by the signature of any public Officer, authorised in that behalf by the Governor General of India in Council, shall

be forwarded by the post as if they were duly stamped, and the postage due thereon shall be charged to the several public departments, from which such letters or packets are sent, in such manner as the said Governor General of India in Council shall direct.

XLVII. Every person who shall, for the purpose of defrauding the Post Office Revenue, wilfully certify, by writing, on any official or other letter or packet, delivered at any Post Office for conveyance by post, that which is not true in respect of such letter or packet, or in respect of the whole of its contents, or shall knowingly send, or deliver, or attempt to send or deliver, for conveyance by post, any letter or packet with any such false certificate thereon; and every person who shall knowingly send, or permit to be sent by post, under color or pretence of an official communication, any letter, paper, writing, or other enclosure of a private nature; and every person who shall aid, abet, or conceal any of the offenders in this Section above-mentioned shall, for every such offence, forfeit a sum not exceeding five hundred rupees.

XLVIII. If any Officer in charge of a Post Office shall suspect that any letter, parcel, or packet, lying for delivery at his Office, contains any contraband article, or any article on which duty is owing to Government, or that any letter, parcel, or packet lying for delivery at the Post Office, contains any writing or enclosure in contravention of the provisions of Sections VIII., XV., XVI., or XLVII., of this Act, it shall be lawful for such Officer to summon the person to whom the letter, parcel, or packet, is directed, to attend at the Post Office, by himself or agent, within forty-eight hours after the arrival thereof at that Post Office, and to open the same in the presence of the person to whom it is directed, or of that person's agent, and if that person shall not so attend by himself or agent, then to open it in the absence of that person. Provided that if the Officer in charge be under the rank of a Post-master, he shall call in two respectable persons as witnesses before he shall open a letter, parcel or packet in the absence of the person to whom it is addressed. Provided also, that in all cases the opened letter, parcel, or packet shall be subsequently delivered to the person to whom it is addressed, unless it be required for ulterior proceedings, and that the opening of the same and the circumstances connected therewith shall be immediately reported to the Post-master General. It shall also be lawful for any Officer in charge of a Post Office to refuse to forward any parcel or packet through the Post Office by sea to any foreign port or to any place not on the

continent of India, unless such parcel be accompanied by a Custom House Pass.

XI.IX. The Government shall not be responsible for any loss or damage which may occur in respect of any thing entrusted to the Post Office for conveyance, and no person employed by the Government in the Post Office Department shall be responsible for any such loss or damage unless that person shall cause such loss or damage negligently, maliciously, or fraudulently.

L. Whoever being in the employ of the Government in the Post Office Department shall fraudulently secrete, make away with, or appropriate any letter, parcel, or packet which may have been entrusted to him, or any thing contained in any such letter, parcel, or packet, or shall mutilate or break open any such letter, parcel, or packet, or any banghy parcel or box, with the intention of fraudulently appropriating any thing therein contained, shall be punished with imprisonment, with or without hard labour, for a term not exceeding seven years, and shall also be liable to a fine.

LI. It shall not be lawful for any person, unless acting by express order of the Government, to detain, except for a criminal offence, a Post Office messenger whilst carrying the mails, or to detain any carriage or horse upon which the mails are being carried, or on any pretence to open a packet in transit from one Post Office to another; and every person who shall be guilty of any of the above-mentioned offences shall be punished with a fine not exceeding five hundred rupees.

LII. Every person who shall fraudulently retain, or wilfully secrete, or make away with, or keep or detain, or, being required to deliver up by an Officer of the Post Office, shall neglect or refuse to deliver up a post letter or other article which ought to have been delivered to any other person, or a post letter bag containing a letter or other article or packet which shall have been sent by the post, shall be punished, on conviction, before a Magistrate, with imprisonment, with or without hard labour, for a term not exceeding two years, and shall also be liable to a fine.

LIII. Every person employed to convey or deliver any post-bag, or any letter, parcel or packet sent by post, who shall be guilty while so employed of any act of drunkenness, carelessness or other misconduct, whereby the safety of any such bag or letter, parcel or packet, shall be endangered; or who shall

loiter or make delay in the conveyance or delivery of any such bag, letter, parcel or packet; or who shall not use proper care and diligence safely to convey or deliver any such bag, letter, parcel, or packet, shall be liable to a fine not exceeding fifty rupees; and any person employed to deliver a letter, parcel, or packet sent by the post, who shall not duly deliver the same, shall, within a reasonable time, not exceeding twenty-four hours, report the fact at the Post Office where he received such letter, parcel, or packet, and return the same; and if any such person shall wilfully make a false report he shall be liable to a fine not exceeding fifty rupees.

LIV. Whoever being in the employ of the Government in the Post Office Department, and being entrusted to receive money for postage duty or any other public purpose, shall fraudulently appropriate the same, shall be punished on conviction before a Magistrate, with imprisonment, with or without hard labour, for a term not exceeding two years, and shall also be liable to a fine.

LV. Whoever being in such employ as is described in Section LIV. shall fraudulently put any wrong mark on any letter, parcel, or packet, or shall fraudulently alter, remove, or cause to disappear, any mark or stamp which is on any letter or packet, or shall fraudulently use or place with or upon any letter or packet any stamp which shall have been removed from any other letter or cover, or shall aid, abet, or conceal any of the above-named acts, shall be punished, on conviction before a Magistrate, with imprisonment, with or without hard labour, for a term not exceeding two years, and shall also be liable to fine.

LVI. Whoever being in such employ as is described in Section LIV., and being entrusted with the preparing or keeping of any document, shall, with a fraudulent intention, prepare that document incorrectly, or alter that document, or shall aid, abet, or conceal any of the above-named acts, or secrete, or destroy that document, shall be punished, on conviction before a Magistrate, with imprisonment, with or without hard labour, for a term not exceeding two years, and shall also be liable to fine.

LVII. Whoever being in such employ as is described in Section LIV., shall send by the post, or put into any post-bag, any unstamped letter, parcel, or packet, upon which postage has been paid or charged in the manner prescribed in this Act, intending thereby to defraud the Government of the postage on such letter, parcel, or packet, or shall

aid, abet, or conceal any such acts, shall be punished, on conviction before a Magistrate, with imprisonment, with or without hard labour, for a term not exceeding two years, and shall also be liable to fine.

LVIII. Any person, whether a European British subject or not, who shall be guilty of any offence for which, according to the provisions of this Act, he shall be liable to a fine only, shall be punishable, for such offence, by any Justice of the Peace for any of the Presidency Towns of Calcutta, Madras and Bombay, Magistrate, Joint Magistrate, or person lawfully exercising the powers of Magistrate; and any person hereby made punishable by a Justice of the Peace shall be punishable upon summary conviction.

LIX. No conviction, order or judgment of any Justice of the Peace shall be quashed for error of form or procedure, but Conviction to be quashed on merits only. Form of conviction, &c. only on the merits, and it shall not be necessary to state on the face of the conviction, order or judgment, the evidence on which it proceeds, but the depositions taken, or a copy of them, shall be returned with the conviction, order, or judgment, in obedience to any writ of *certiorari*, and if no jurisdiction appears on the face of the conviction, order, or judgment, but the depositions taken supply that defect, the conviction, order, or judgment shall be aided by what so appears in such depositions.

LX. A Magistrate may refer for trial and decision any charge of an offence hereby made punishable by fine only to any of his Assistants, or to any Deputy Magistrate lawfully appointed to exercise the powers of a Covenanted Assistant, and in such case every such Assistant or Deputy Magistrate, may exercise all the powers vested in a Magistrate, subject to all the rules applicable to criminal cases deputed to such Assistants or Magistrates acting judicially.

LXI. The local Government may give general authority to any such Assistant or Deputy Magistrate to exercise, without reference by a Magistrate, any of the powers which they are hereby rendered competent to exercise, upon reference by a Magistrate, subject to appeal to the Magistrate from any conviction by such Assistant or Deputy Magistrate, within one month from the date of the conviction. Provided that a Magistrate may at any time call from any of his Assistants, or from any Deputy Magistrate subordinate to him, any case pending before such Assistant or Deputy Magistrate.

LXII. All fines imposed under the authority of this Act, for offences

Fines how levied.

punishable by fine only, by any Justice of the Peace, Magistrate, Joint Magistrate, or person lawfully exercising the powers of a Magistrate, or by any Assistant to a Magistrate or Deputy Magistrate, may, in case of non-payment thereof, be levied by distress and sale of the goods and chattels of the offender, by warrant under the hand of any of the above-named Officers, and in case any such fine shall not be forthwith paid, any such Officer may order the offender to be apprehended and detained in safe custody until the return can be conveniently made to such warrant of distress, unless such party shall give security to the satisfaction of such Officer for his appearance at such place and time as shall be appointed for the return of the warrant of distress, and such Officer may take such security by way of recognizance or otherwise; and if upon the return of such warrant, it shall appear that no sufficient distress can be had whereon to levy such fine, and the same shall not be

Imprisonment if no sufficient distress, &c.

forthwith paid, or in case it shall appear to the satisfaction of such Officer, by the confession of the party or otherwise, that he has not sufficient goods and chattels whereupon such fine or sum of money could be levied if a warrant of distress were issued, any such Officer, by warrant under his hand, may commit the offender to prison, there to be imprisoned only, or to be imprisoned and kept to hard labour, according to the discretion of such Officer, for any term not exceeding two calendar months, where the amount of the fine shall not exceed fifty rupees, and for any term not exceeding four calendar months where the amount shall not exceed one hundred rupees, and for any term not exceeding six calendar months in any other case: the commitment to be determinable in each of the cases aforesaid on payment of the amount.

Moiety of fines to informer.

LXIII. A share not exceeding one moiety of every fine imposed and recovered under this Act may be awarded to the informer.

LXIV. No proceedings shall be taken for the recovery of any such fine without an order of Government, or an order in writing of the Director General of the Post Office, or of a Post-master General.

No proceedings to be taken without an order.

LXV. If any servant of the East India Company, who shall be employed by the said Company in the Post Office Department, or shall be appointed a vendor of postage stamps, or entrusted by the said Company or any of the said local Governments with the sale of

Servants of East India Company committing offences in Foreign States in alliance.

postage stamps within the dominions of any Foreign Prince or State in alliance with the said Company, in which a post shall be established by the said Company, shall, within the dominions of such Prince or State, commit any act hereby prohibited, or omit to do any act hereby required to be done, by any person similarly employed, appointed, or entrusted as aforesaid within the Territories under the Government of the said Company, such servant of the said Company shall be guilty of an offence, and, on conviction thereof, shall be punished in the same manner as if such act had been done or omitted within the said last-mentioned Territories, and every such person may be tried, convicted, and punished, either by fine or otherwise, according to the nature of the offence, by any Court or Officer duly empowered by the Governor General of India in Council to take cognizance of offences committed in such dominions by servants of the East India Company, or by any Court or Magistrate, or other competent Officer, in any part of the Territories within the Government of the East India Company, in the same manner as if the offence had been committed in such part of the said Territories.

LXVI. The word "Magistrate" in this Act shall include Joint Magistrates, and persons lawfully exercising the powers of Magistrates, and the word "fine" shall include a penalty or forfeiture, or a sum of money due upon a forfeited recognizance.

LXVII. It shall be lawful for the Governor General of India in Council to frame Rules for the conduct of the Post Office not inconsistent with this Act, and therein to prescribe the regulations, ~~conditions~~, and restrictions according to which all letters and other articles shall be posted, forwarded, conveyed and delivered.

LXVIII. Unless the Governor General of India in Council shall otherwise order, nothing in this Act shall authorise the charge of postage upon printed books, magazines, reviews, or pamphlets (whether British, Colonial, or Foreign,) sent through the post from the United Kingdom to any place to which there shall be a post established by the East India Company, or from such place to the United Kingdom, provided the British postage chargeable thereon be pre-paid.

LXIX. It shall be lawful for the Governor General of India in Council, by an order in Council, to direct that postage shall not be chargeable under this Act on any letters or other articles to be specified in such order sent through the post from any part of the British Dominions to any place to which there shall be a

post established by the East India Company, or from such place to any part of the British Dominions, subject to such conditions, as to the pre-payment of British postage or otherwise, as the Governor General of India in Council may think fit.

LXX. It shall be lawful for the Governor General of India in Council to frame Rules for the management of all or any District dawks, Zemindaree, Thannah, or other District dawks, and to declare, from time to time, what portions of this Act shall be applicable to such dawks and to persons employed in connexion therewith.

Commencement of Act. LXXI. This Act shall commence and take effect from and after the first day of October 1854.

RULES FOR THE MANAGEMENT

OF THE

Post Office Department.

ALL existing Rules, General Orders and Proclamations issued by the Government, for the guidance of the Post Office Departments of the different Presidencies and Settlements of India, saving such as relate to Dawk Travelling and matters of account, shall cease to have effect from 1st of October next, and the following Rules and Orders shall be substituted for the same, to be in force at all Post Office Stations in any of the Presidencies, Settlements, or Possessions of the East India Company, and to take effect from the above-mentioned date.

II. Letters, papers and parcels shall be received at every Post Office, for despatch by land or sea, to every part of India, to Ceylon, and to every other part of the world with which there is a Post Office communication. Unless specially superscribed for first despatch by land or by sea, or by some particular ship, they shall be sent by such route as shall appear to the Post-master to afford the means of most speedy and secure transmission. Letters and papers not exceeding twelve tolahs in weight shall also be received at every Receiving House or other place which the Post-master General may appoint. Letters, papers and parcels shall likewise be received for despatch by post as above at every Thannah or District Dawk Office.

III. Letters, papers or parcels required to be transmitted *vid* Great Britain or Ireland to Foreign countries must, unless the pre-payment of postage from the United Kingdom to such countries be optional, be addressed to the care of an agent or other person in the United Kingdom, by whom the Foreign postage demandable at the London General or other Post Office may be paid. Such postage cannot be received in this country, and unless it be paid through an agent as above described, the letters are liable to be returned to India.

Receipt of letters for Foreign countries *vid* Great Britain or Ireland.

Name of sender of any letter, &c., not to be demanded.

IV. The name of the sender of any letter, paper or parcel shall not be demanded in any Post Office, whether the postage be pre-paid or not.

V. Letters, papers or parcels shall be received at any Presidency or Provincial Post Office, or Receiving House, for delivery at the same Station within the ordinary range of delivery.

VI. Parcels exceeding 600 tolahs in weight may be received at the discretion of any Officer in charge of a Post Office for despatch along any line of road on which the banghy parcels are not carried by foot-runners; but no parcel exceeding 2,000 tolahs in weight shall be received at any Post Office for despatch by banghy or letter mail under any circumstances whatever.

VII. Parcels received by post from seaward, exceeding the maximum weight, which may be sent by banghy post, shall be made over to the Collector of Customs for publication in his lists of Unclaimed Packages.

VIII. Newspapers or other printed or engraved papers, packed in open covers, or letters certified to be on the Public Service, respecting any of which there is reason to believe that the provisions of the Post Office Act have been infringed, shall not be detained for examination at the Despatching Office, but shall be forwarded marked "Doubtful." The Post-master receiving such letters, &c., by the mail, shall then be guided by the instructions laid down in Section XLVIII. of the Post Office Act; but unless for the causes specified above, and in Sections XXXVII. and XLVIII. of the Post Office Act, all Post Office authorities are prohibited from detaining any letter, paper or packet received for delivery by post.

IX. All letters, newspapers or other papers and packets received for despatch by post, or banghy post, shall be weighed at the Post Office of despatch, and shall be stamped with the Office stamp, and marked single, double, &c., as the case may be; and all letters, &c., the full postage on which has not been pre-paid by stamps, shall have the postage to which they are severally liable marked on them. Service letters shall never be re-weighed prior to delivery, nor newspapers, except in case of suspicion. Banghy parcels shall in all cases be re-weighed on delivery. The re-weighing of private letters shall be at the discretion of the Officer in charge.

X. Persons not belonging to the Department shall not be admitted into the interior, nor permitted to examine the records of any Post Office, without the special permission of the Post-master General, to whom, Examination of Post Office records not permitted to the Public.

or to the Post-master, applications for information or redress must be made, either in person, or in writing, by the party requiring the same.

XI. At each Presidency Post Office, banghy parcels will be received every day, Sundays excepted, for despatch, from 10 A. M. till 5 P. M., and newspapers and letters every day till 6 P. M., after which hours, respectively, they will be received till 7 P. M., on payment of an extra half-rupee each, which shall be credited to Government.

XII. At Receiving Houses and places where there are letter boxes, letters, papers and packets not exceeding twelve tolahs in weight will be received daily from 11 A. M. to 4 P. M., or at such other hours as may be determined by the Post-master General, provided that no Receiving House shall remain open for less than five hours daily, and that letter boxes for letters unpaid and prepaid by stamps be kept open, day and night, except for a quarter of an hour subsequent to the time fixed for the closing of each mail.

XIII. At Provincial Post Offices, banghy parcels will be received for despatch from 10 A. M. till 4 P. M., and letters and newspapers till 5 P. M., after which hours, respectively, they will be received till 5½ P. M., on the sender paying an extra half-rupee for each, to be appropriated as provided in Section XI.

XIV. Although all Post Offices will be open for receipt of letters, papers and parcels as above, official references shall be made to Post Office authorities only between the hours of 11 and 5, Sundays excepted.

XV. At each Presidency Post Office, there shall be three deliveries daily, the first delivery not to be later than 7, the second at 11 A. M., and the third at 3 P. M., at which hours, respectively, the peons shall quit the office with the letters, &c., entrusted to them. All letters, papers and parcels received from 3 P. M. till 5 A. M. shall be sent out at the first delivery, all from 5 to 10 A. M. at the second delivery, and all from 10 A. M. to 3 P. M. at the third delivery, and mails received after 3 P. M., shall not ordinarily be opened till the following morning, except when received by express or from seaward.

XVI. At Provincial Post Offices the delivery of letters, papers and parcels must depend upon the hour of the arrival of the mails at each Station, after which they shall be delivered with all possible despatch.

XVII. The delivering peons are prohibited from going out of their usual course to deliver letters, papers or parcels, and from delivering them without immediate payment of the exact amount of postage; and they are not bound to give change. Should they be subject to detention, they are not to deliver the letters, papers or parcels, but to return them in the evening to the Post Office for delivery the following day.

XVIII. Whatever postage is marked on a letter, paper or parcel, must be paid at once on delivery, after which any complaint of over-charge will be duly attended to. In all complaints of over-charge or unnecessary delay in delivering letters, papers or parcels, the covers or envelopes bearing the Post Office stamp must be presented for inspection; and when any complaints are preferred against any peon, the number on his badge should be specified.

XIX. From each Presidency Post Office the mails shall be despatched daily at 8 P. M., and the banghics as soon after as possible.

XX. At Provincial Post Offices the packets for all mails to be despatched in the course of the night shall be finally closed at 6 P. M.; but for mails which usually pass in the course of the day, the packets shall be made up half an hour before the time appointed for the arrival of such mails, which are in no case to be subjected to any detention beyond the regulated time. Notice of the hour at which such packet is closed shall be hung up outside the Office, both in English and the language of the District, after which hour, letters, papers or parcels received shall not be forwarded till the following day unless such mails should not arrive until after 6 P. M., in which case a second packet shall be made up.

XXI. The Post-master at any station, or person in charge of the office shall have power to refuse letters, papers or parcels bearing the appearance of having been opened and re-closed, or otherwise improperly dealt with, unless the writer or sender thereof shall attest with his full signature, that they were sent in that state. No parcel shall be received for transmission by Banghy Post unless it be securely packed in cloth or wax-cloth, or tin; and no such parcel, packed in cloth or wax-cloth, shall be received unless Seals, bearing distinct impressions of some device (not that of a current coin) be fixed at intervals, not exceeding three inches, along the lines of sewing by which the cover is secured.*

* No. 470, Secretary to Government, Home Department, dated 30th March 1855.

XXII. In order to protect, as far as possible, the public mails from the chance of robbery, Officers in charge of Post Offices shall not knowingly receive coin, bullion, precious stones or jewels for despatch, either by letter or banghy post.

Post Offices not to receive valuables for despatch.

Post Office prohibited from giving change.

XXIII. The servants at the several Post Offices *are prohibited from giving change to parties sending or receiving letters in any case.*

XXIV. Letters will be registered on payment of a fee of four annas, and parties posting such letters will be furnished with a receipt bearing the address of the letter and the Office stamp. The fee must in all cases be paid in money. On the delivery of a registered letter, a receipt for the same must be given to the delivery person.

Registered letters.

XXV. Receipts will not be granted for any letters or papers received at any Post Office for despatch, except in the case of registered letters; and will be granted for parcels only when presented ready written, either in books or on separate slips of paper along with the parcels. Receipts so presented will be duly stamped.

Receipts will not be given for letters, &c.

XXVI. On the arrival of any ship or vessel off any British Indian port, a printed notice, under the signature of the Post-master of the port or station, shall be delivered to the Commander by the first boat despatched to board the vessel, according to the requisition of which, the Commander shall proceed to dispose of such packets as he may have on board, as directed by Section XL. of the Post Office Act, a copy of which Clause shall be communicated to the said Commander.

Notice to arriving vessels for disposal of packets.

XXVII. The Master Attendant of each Presidency, port, or such other Officer as may be directed by Government, shall furnish the Post-master with early intimation of the intended departure of all vessels to any part of the world, and the Post-master shall cause a list of the vessels for which packets are open to be published weekly in the Official Gazette of his own Presidency.

Master Attendant to notify intended departure of all vessels.

Post-master to publish weekly lists.

XXVIII. The Post-master shall also cause to be published weekly, in the Official Gazette of the Presidency, a notice of the several dates up to which packets have been despatched by each vessel carrying a mail, that may have left the port.

Post-master to publish weekly notice of packets despatched.

XXIX. All public despatches are to be made up in the most compact form possible, and whenever two or more letters are despatched from any one Office to the same individual, by the same day's post, they are to be put up under one cover, provided they do not, in the aggregate, exceed twelve tolahs weight.

XXX. When the number of covers received at any Post Office shall cause the weight of the mail to exceed the regulated weight, the Post-master is authorized to keep back a portion of the heavier public despatches and imported newspapers till the following day, but private letters and public letters marked "Despatch" shall not be kept back.

XXXI. Despatches to be transmitted by express must bear on the face of them the words "By Express," and the signature of the Officer sending them.

XXXII. As the employment of expresses interferes with the celerity and regularity of the ordinary mails, and is attended with expense, Public Officers are enjoined to employ them as sparingly as possible, and any Public Officer despatching an express, when the exigency of the Public Service does not, in the opinion of the authority to whom he is subordinate, require it, will be held answerable for the expenses attending that method of transmission. Public expresses from a Presidency Post Office can only be ordered by a Secretary to Government.

XXXIII. Expresses may be employed by private individuals at the discretion of the Post-master applied to, on payment being made at the rate of four annas per mile in advance.

XXXIV. Letters directed to Native Officers, or men of their regiments or detachments, shall be delivered to an orderly, or any other fit person, who shall be deputed by the Officer Commanding the regiment or detachment to receive the same; but letters on which postage may be due shall not be delivered to such person, unless the postage be first paid.

XXXV. Letters which individuals address on their private affairs to any Government Officer must be sent pre-paid by stamps; and this rule is to be understood to include letters transmitting Bills of exchange, Promissory Notes, Receipts, Government Securities, &c., to the

Accountant General, Government Agent, or any other Public Officer. When Public Officers write letters on such subjects to individuals, they shall subscribe on the envelopes, with their official signatures, the words "Bearing Postage."

XXXVI. The postage on letters and parcels sent on the Public Service, by the Public Officers mentioned in the subjoined lists, shall be charged to the Departments to which they severally belong; such letters must be addressed according to the subjoined form:—

Form of Address.

ON THE PUBLIC SERVICE ONLY.

The Officer Commanding

1st Regt. Lt. Cavalry,

CAWNPORE.

JOHN SMITH,
Adj. Genl.

The signature and designation of the Officer signing the same being written in full.

LIST No. 1.

Parties authorised to send by Post (without actual payment of Postage) all Letters, Packets, or Parcels, bonâ fide and exclusively on the Public Service, the same to be certified on each Letter in the form prescribed in Rule 36.

Her Majesty's Principal Secretaries of State.

President and Secretaries of the Board of Control.

Chairman and Deputy Chairman of the East India Company.

Secretary, Deputy Secretary, and Assistant Secretary at the India House.

The Governor General.

The Governors of Bengal, Madras, and Bombay.

The Lieutenant Governors of Bengal and the North-Western Provinces.

The Governor of the Straits' Settlements.

Governors of the Foreign European Settlements in amity with Her Majesty.

Members of Council.

Members of the Legislative Council.

Civil.

Accountant General, or Deputy Accountant General.

Accountant.

Agents, Political, or to the Governor General.

Civil Auditor.

Clerk of the Legislative Council.

Collectors.

„ Sub-Deputy, or Assistant, having special charge.

Collectors and Deputy Collectors of Customs.

Commissioners and Deputy Commissioners.

Controller of Salt Chokies.

Conservator of Forests, all Presidencies.

Consulting Engineer and Deputy ditto.

Curator of Government Book, Agra.*

Deputy Superintendent Electric Telegraph.†

Directors of Public Instruction.

Director General of the Post Office of India.

Head Clerk in the following Offices :—

Civil Auditor's Office.‡

Commissary General.§

Commissioners of Revenue.||

Ditto of Customs.||

Judges of Her Majesty's Supreme Courts.

Judges of the Sudder Courts, when on Circuit or Deputation only.

Judges, Sessions and Zillah.

Judges, Subordinate and Assistant, having special charge.

Inspectors of Prisons.

Inspectors of Schools.

Magistrates.

Magistrates, Joint, Deputy and Assistant, having special charge.

Members of Boards and Commissions, when on Circuit or Deputation only.

Mint Masters.

Opium Agents and Deputies.

Post-masters General.

Post-masters.

Private Secretary to Governor General, or to Governor, or to Lieutenant Governor of any Presidency.

* No. 1484 Secretary to Government, Home Department, dated 3rd Oct. 1856.

† No. 1489 Ditto ditto, dated 3rd Oct. 1856.

‡ No. 1159 Ditto ditto, dated 25th July 1856.

§ No. 905 Ditto ditto, dated 20th do. 1856.

|| No. 1054 Ditto ditto, dated 4th do. 1856.

Registers of Sudder Courts.

„ of the Calcutta University.*

Resident Councillors in the Straits' Settlements.

Residents at Foreign Courts.

„ Assistants having separate and special charge.

Remembrancer of Legal Affairs.

Salt Agents.

Secretaries to Government.

Secretaries, Under, Deputy and Assistant.

Secretaries to all Boards, Commissions and Committees, appointed by Government.

Secretary for preparing a scheme for the establishment of Universities in the Presidency Towns of Calcutta, Madras and Bombay.

Sub-Treasurer.

Superintendent or Chief Magistrate of Police.

Superintendent of the Government Lithographic Press.

„ of Stamps.

„ of Stationery.

„ for Suppression of Thuggee, and Assistants having special charge.

„ of Electric Telegraphs.

„ of Regimental Schools.

Visitor General of Schools.

Ecclesiastical.

Bishops of Calcutta, Madras and Bombay.

Archdeacons of Calcutta, Madras and Bombay.

Registrars to the Archdeaconries.

Secretaries to the Bishops of Calcutta, Madras and Bombay.

Marine.

Commander-in-Chief of Her Majesty's Naval Forces.

„ of the Indian Navy.

Commander of the Indus Flotilla.†

Secretary to Her Majesty's Naval Commander-in-Chief.

„ to Commander-in-Chief of the Indian Navy.‡

„ to the Marine Board.

* No. 2695 Secretary to Government, Home Department, dated 16th Dec. 1857.

† No. 497 Ditto ditto, dated 25th Mar. 1856.

‡ No. 264 Ditto ditto, dated 11th Feb. 1858.

Superintendent of Marine.

Medical.

Apothecary to the Company, or Medical Store-keeper.

Inspector and Deputy Inspector General of Her Majesty's Hospitals.

Superintending Surgeon.

Military.

Commander-in-Chief of the Army in India.

„ at Madras and Bombay.

Adjutants General, Deputies, Assistants and Deputy Assistants.

Agents for Army Clothing.

Auditor General.

Auditor of Commissariat Accounts.

Brigadiers.

Brigade Majors.

Commandants of Forces or Stations.

Commanding Officers of Corps or Detachments.

Commissary General and Deputy.

Commissariat, Senior Executive Officer at the Presidency or at Out-stations.

Commissaries of Ordnance and Deputies, being Commissioned Officers.

Director of Artillery Depot of Instruction.

Engineers, Chief.

„ Civil or Executive.

„ Superintending.

Fort, or Town Major.

General Officers on the Staff.

Inspector General of Ordnance and Magazines.

Judge Advocate General and Deputies of Divisions.

Pay Masters and Deputy Pay Masters.

Quarter Masters General, Deputies, Assistants, and Deputy Assistants.

Secretary, Military, to Governor General or Governor.

„ to Commander-in-Chief.

„ to all Boards, Commissions and Committees appointed by Government, except Municipal Boards, Commissions, or Committees.*

Superintendent of Canals and Bridges.

„ Family Payments and Pension.

„ Gun Carriages.

„ Gunpowder.

* No. 1348 Secretary to Government, Home Department, dated 9th Sept. 1856.

Superintendent Roads.

„ Stud.

„ Trigonometrical and other Surveys.

Surveyor General, Deputy and Commissioned Assistants.

LIST No. 2.

Parties authorized to send Letters and Official Gazettes, bonâ fide and exclusively on the Public Service, relating to the business of their respective Departments, without actual payment of Postage, but only to the Authorities hereinafter named :—

| | |
|--|---|
| Accountant to Chief Engineers | { To Superintending Executive, Assistant Executive, and Civil Engineers. |
| Accountants, Uncovenanted Assistants to | { To any Officer in charge of a Treasury. |
| Assistant to Commander of the Indus Flotilla | { To the Commander of the Indus Flotilla, and Collector of any District in Seinde, or Deputy Commissioner in the Punjaub. |
| Chaplains at Out-stations | { To the Bishop, Archdeacon, and Ecclesiastical Registrar. |
| Chaplains (Domestic) to the Bishops, | To the Bishop. |
| Civil Officers, Subordinate, Judicial, Revenue, Police, Engineer, and others | { To the Authorities with whom they may have to correspond on Public Service, within their respective Districts. |
| Commanders of Government Steam Vessels and Pilots | { To the Commander-in-Chief of the Indian Navy, Commander Indus Flotilla, Collector of any District in Seinde, or Deputy Commissioner in the Punjaub, Master Attendant, or Secretary to the Marine Board. |

This privilege extends only to Shipping Reports superscribed as such, and sent either open or in covers open at both ends.

| | |
|---|---|
| Commanders of Government Steamers and Officers of the Indian Navy when in command | { To the Commander-in-Chief of the Indian Navy, the Superintendent of Marine, or a Secretary to Government. |
|---|---|

| | |
|---|---|
| Controller of Government Steam Vessels | { To Authorities at Diamond Harbour, Kedgerree, and Stations down the River, and to Steam Agents. |
| Deputy Superintendents of Electric Telegraphs | { To the Superintendent and Officers of the Department. |
| Assistants in the Telegraph Department | { To their immediate Superior. |
| Master Attendant, Calcutta | { To Authorities at Diamond Harbour, Kedgerree, and Stations down the River. |
| Medical Officers attached to Regiments, Stations or Depots, and Garrison Surgeons | { To Superintending Surgeons of their several Divisions. |
| Patrolling Officers of Customs | { To their immediate Superior, or to the nearest Magistrate. |
| Pay Master of the Indus Flotilla ... | { To the Office of Account in Bombay, and to Officers serving with the Indus Flotilla. |
| Principal Sudder Ameens and Sudder Ameens | { Within their respective Districts, and to their immediate Superior : when at detached Stations to all Judicial Authorities. |
| Registers of the Offices of the Secretaries to Government | { To all Officers corresponding with the Government, in their respective Departments. |
| Revenue and other Surveyors | { To Surveyor General, Deputy Surveyor General, Collector of the District, or Pay Master of the Division. |
| Steam Agents | { To the Controller of Government Steamers, and to each other, their communications being sent in covers open at each end. |
| Superintendent of Government Gazette Press | { Official Gazettes to Public Officers authorised to receive the same. |
| Superintendent of Salt Chowkies ... | { Within their respective Districts, and to their immediate Superior. |

| | |
|---|--|
| Superintendents of Botanical Gardens | { To each other, to the Secretaries to Government, to the Chief Commissioner in the Punjab, to Commissioners of Divisions, and to their own subordinates when on deputation. |
| Superintendent of Elephant Keddahs | { To Commissariat Officers or the Civil Officers of the District in which their operations may be conducted. |
| Tide Waiters | { To Collector of Customs. This privilege extends only to Tide Waiters. Reports superscribed as such. |
| Vaccinators | To their immediate Superior. |
| Warrant and Non-Commissioned Officers of the Commissariat Department in charge of public Cattle, when absent from Stations only | { To their immediate Superior, or to the Quarter Master General, or Assistant, or Deputy Assistant Quarter Master General. |
| Warrant and Non-Commissioned Officers of the Ordnance Department in charge of Stores, when absent from Stations only | { To their immediate Superior, or to the Secretary to the Military Board. |
| Warrant and Non-Commissioned Officers of the Department of Public Works, when detached on such works | { To their immediate Superiors. |

* The Head Assistants or Clerks of the following Officers, viz :-

* See Govt. Order. dated 29th Sept. 1854, *Cal. Gaz.* dated 30th Sept. 1854.

| | | | |
|----|--------------------|----|----------------------|
| .. | No. 1119, Oct. 24, | .. | dated 25th Oct. " |
| .. | No. 1197, Nov. 10, | .. | dated 15th Nov. " |
| .. | No. 1277, Nov. 24, | .. | dated 2nd Dec. " |
| .. | No. 191, | .. | dated 3rd Feb. 1855. |
| .. | No. 229, | .. | dated 7th " " |
| .. | No. 276, | .. | dated 14th " " |
| .. | No. 331, | .. | dated 24th " " |
| .. | No. 605, | .. | dated 9th May " |
| .. | No. 630, | .. | dated 16th " " |
| .. | No. 678, | .. | dated 30th " " |

| | |
|---------------------------------|---|
| Political Agents | } To the Officers to whom they are immediately subordinate, that is to say, each to the Head of the Office to which he belongs. |
| Post-masters General | |
| Residents | |
| Superintending Engineers | |
| Collectors | |
| Commissary General | |
| Commissioners of Revenue | |
| Commissioners of Customs | |
| Deputy Commissioners | |
| Inspectors of Jails | |
| Inspectors of Schools | |
| Judges | |
| Sub-Inspectors of Schools | To their official Superiors. |

N. B.—The privilege of sending letters by post, without actual payment of postage, extends only to letters exclusively on the Public Service, and all Public Officers are prohibited from sending on service letters relating to the private concerns of individuals, though they may be in reply to communications addressed to them in their official capacity. Such letters must either be pre-paid by stamps, or sent bearing postage.

All Periodical Returns and Reports, and all letters not of an important or confidential nature, are to be packed in covers open at each end.

Letters on the Public Service, not intended to be permanently retained on record, are to be written on paper of the smallest size (compatible with clear and legible writing.)

XXXVII. All letters, papers and packets whatever, received at any Post Office in India, for despatch by post, whether paid, stamped, or liable to postage, as the case may be, are to be marked with the appropriate stamp, bearing the name of such Office of despatch; and when slide stamps, showing the date of the month and year are not provided, the said date must be entered in writing across the middle of the face of the stamp. If the letter or packet received for despatch be bearing postage, the amount of postage due must be entered in writing on the face of the letter.

XXXVIII. All letters, papers and packets whatever, received at any Post Office, by post, for delivery at such Office, are in like manner to be stamped with the appropriate Office stamp, and marked with the date of the month and year; but the amount of postage paid or due is not to be marked, unless the letter has been under-charged with postage at the Despatching Office.

All letters, &c., received for delivery, to be stamped, but the postage, unless under-charged not to be marked.

XXXIX. All postage stamps on letters, papers or parcels must be carefully obliterated with the stamp furnished for that object; and the black composition supplied for the purpose must be used in all cases. Letters bearing stamps, which have been previously obliterated or defaced, must be treated as unpaid letters.

Post-master not himself to affix a stamp on letters, &c.

XL. No Post-master is allowed to affix a postage stamp to a letter brought unstamped to his Office.

XLI. Forward letters, papers or packets, *i. e.*, those which follow a party addressed from Station to Station *are* to be stamped at each Office of fresh despatch, and marked with the additional postage due on such fresh despatch.

Forward letters, &c., to be stamped and marked with additional postage.

XLII. On banghy parcels the exact weight must in all cases be entered in writing on the face thereof.

XLIII. Supplementary rules, regarding the shape and size of the Office stamps to be used on the several description of letters, shall be, when necessary, circulated by the Director General of the Post Office.

Other letters, &c., how to be stamped.

XLIV. At such Post Offices as have more than one delivery daily, all letters, papers and packets must be marked with a stamp, showing at which delivery they were distributed.

RULE.

Unless by an express order of the Government, no Letter, Parcel, or Packet, which has been delivered into any Post Office, shall be restored to the sender thereof, except in the cases and in the manner described in the Sections XIX. and XLIV., Act No. XVII. of 1854.—*Home Department Notification, dated 8th August 1856.*

General Rules

RELATING TO THE

RECEIPT, DESPATCH, AND DELIVERY OF LETTERS BY DISTRICT POSTS.

WHEREVER any local establishment may be maintained for the conveyance or delivery of the Police, Revenue or other official communications, it shall also be made use of for the conveyance and delivery of private correspondence, and be designated a District Post.

2. All Office or Road establishments attached to any District Post, will be under the control and management of the Officer to whom they may be entrusted by the Local Government.

3. Such Police Stations and other Public Offices, as may be selected by the Local Government, shall be constituted District Post Offices, but this shall remain under the management and supervision of the same officials who are at present in charge of them.

4. A Letter Box, with a slit in the top or side, shall be fixed in a conspicuous place outside of every District Post Office. The words "Letter Box," in English and the Vernacular of the District, shall be painted on each box in legible characters.

5. All letters (except those to be specially registered,) intended for despatch from any District Post Office, must be dropped into the Letter Box. No receipt will be given. Every letter posted at a District Post Office must have its proper postage stamp affixed to it.

6. Any person wishing to post a registered letter at any District Post Office can do so on payment of a registry fee of four annas, in addition to the ordinary postage chargeable on the letter, according to its weight. A receipt in the proper form must, in all cases, be given to the poster of a registered letter, whether it be demanded or not. One anna of the registration fee will be allowed to the person registering the letter, the remaining three annas must be sent with the letter by the same day's despatch to the nearest Post Office.

7. Every District Post Office will be supplied by the Post Office Department with registered letter covers, forms of receipt and of register, and with the rules relating to registered letters. •

8. Except when it may be opened for the purpose of taking out the letters preparatory to their despatch, the Letter Box shall remain locked, the key being in custody of the person in charge of the Office.

9. Fifteen minutes before the hour at which the despatches of the Office are usually made up, the Letter Box will be opened and the letters in it taken out. Those addressed to places to which there is a direct communication through the District Post will be separated from all other letters, sorted and packed in covers addressed to the Officers in charge of the District Post Office from which they will be delivered. The remaining letters will be made up into one packet and addressed to the nearest Post Office with which he has a communication.

10. A Chulan or Letter Bill in the Venacular (Form 3,) will be sent with every packet despatched from a District Office to a Post Office. The Deputy Post-master or person in charge of the Post Office will, after satisfying himself that the contents of the packet agree with the Chulan, copy the entries into his register, sign, and by the next day's despatch return the Chulan. The receipted Chulans will be filed and form the only record in any District Post Office of the despatches made from it.

11. All Chulans are to be numbered consecutively in a series, commencing on the 1st of May; and if any District Post Office is in the habit of sending packets to more than one Post Office, the Chulans sent to each Post Office will be numbered in a separate series.

12. All letters sent from one District Post Office to another will be accompanied by a Chulan (Form 3,) which will be receipted and returned to the Despatching Office, to be filed as a record.

13. All letters received at any Post Office, to the address of persons resident in the same District, but beyond the limits of any ordinary post delivery, will, if the Post Office be at the head-quarters of the District, be sent with a Chulan (Form 3;) to the Officer in charge of the District Post, to be by him sorted and forwarded to the District Post Offices of the several subdivisions in which the residence of the addressees may be situated.

14. Persons in charge of Post Offices in the interior of Districts receiving letters for persons residing beyond the limits of their ordinary delivery, but within the sub-division of a District Post Office with which they have direct communication, will send them, if pre-paid, for delivery to that Office, with a Chulan. Letters for persons resident in the District, but within a sub-division with which the Receiving Office has no direct communication, must be sent to the Post Office of the head-quarters of the District. All letters bearing postage for delivery in the interior must be sent to the Post Office at the head-quarters of the District.

15. Officers in charge of District Post Offices will carefully compare with the Chulan the contents of every packet received. If the Chulan is correct,

it will be receipted and returned ; if not correct the discrepancies will be noted thereon.

16. A Delivery Book (Form 35,) showing the names of persons entrusted with the delivery of letters, will be kept in every District Post Office, and be the only record of letters received for delivery.

17. Letters will be delivered by such persons and under such rules as the Local Government may from time to time determine. Every person, through whom any District Post letter may be delivered, is authorized to receive a fee of one pice (a fourth of an anna) for his own use, in addition to any unpaid postage which may be due on it.

18. All postage realized on letters sent from any Post Office for delivery through the District Post will be remitted every Saturday to the Post Office at the head-quarters of the District with the Remittance Book (Form 36 of Appendix.) The person in charge of the Post Office will give a receipt for the amount in the opposite column and return the book by the first despatch. At the close of the month a balance will be struck, showing the postage still due to the Post Office on letters which have been received : this balance will be brought forward and a new account commenced on the first of the following month.

19. All letters, which from any cause cannot be delivered, will be returned with as little delay as possible to the Post Office from which they were received, and if any unpaid postage be due on them, credit for the amount will be taken in the Remittance Book. Unpaid letters are never, under any circumstances, to be sent from one District Post Office to another.

20. Unstamped or insufficiently stamped letters found in any District Post Office letter box are to be sent to the Post Office at the head quarters of the District, to be there dealt with as if they had been originally posted in that Office.

21. A monthly memorandum showing the number of letters received for delivery at each District Post Office will be prepared by the person in charge, and sent on the 2nd of the following month to the Officer in charge of the Post Office at the head-quarters of the district. Persons in charge of Post Offices will prepare similar memoranda, and send them to the Post Office at the head-quarters of the District. The Officer in charge will, before the 15th of each month, prepare a general statement (Form 31,) showing the number of letters posted at, and delivered through the agency of the District Post Office in the preceding month.

N. B.—The forms of Chulan to be used by District Post Offices sending letters to Post Offices, or to other District Post Offices, will be similar to Form 3, the heading being modified to suit each case.

APPENDIX
OF
FORMS IN USE
IN THE
Postal Department.

FORM 1.
LETTER CHULAN.

DESPATCHED FROM
at

to

Dated

| 1. | No. | NUMBER. | | | Postage. | | |
|-------------------------------|--|--------------------|------------------|--------------------------|----------|-----|----|
| | | Letters. 3 | Newspapers. 4 | Registered Letters. 5 | Rs. | As. | P. |
| UNPAID. | Posted in this Office, | | | | | | |
| | Re-directed, | | | | | | |
| | Total unpaid Postage to be collected, ... | | | | | | |
| | Letters to be returned to Senders free of Postage, | | | | | | |
| | Paid and Service, | | | | | | |
| | Total number of Letters, &c., | | | | | | |
| DETAIL OF REGISTERED LETTERS. | | | | | | | |
| Address. 1. | Weight. 2. | Destination. 3. | REMARKS. 4. | | | | |
| | | | | | | | |

FORM 2 A.
SOUTHAMPTON STEAM POSTAGE CHULAN. No. ()
Post Office, the of 185

| 1. No. | 2. Weight. | 3. | | | 4. Receiving Office. | | |
|-----------------|---|--------|----|----|----------------------|----|----|
| | | Rs. | A. | P. | Rs. | A. | P. |
| BEARING. | | | | | | | |
| | Letters not exceeding $\frac{1}{2}$ Ounce, | | | | | | |
| | „ above $\frac{1}{2}$ and not exceeding 1 Ounce, .. | | | | | | |
| | „ of various weights above 1 Ounce, .. | | | | | | |
| | Total, Rupees | | | | | | |
| | | Clerk. | | | Clerk. | | |

The Receiving Office is invariably to enter the correct amount in this column, whether it agrees with the Despatching Office Account or not.

FORM 2 B.

No. MARSEILLES STEAM POSTAGE BILL, *vid* MARSEILLES.

From the of 185 .

| To the General Post Office. | | Paid Postage. | | | Unpaid Postage. | | |
|-----------------------------|---|---------------|-----|----|-----------------|-----|----|
| Number. | Weight. | Rs. | As. | P. | Rs. | As. | P. |
| PAID. | | | | | | | |
| | Letters not exceeding $\frac{1}{4}$ ounce | | | | | | |
| | „ above $\frac{1}{4}$ and not exceeding $\frac{1}{2}$ ounce | | | | | | |
| | „ $\frac{1}{2}$ and not exceeding 1 ounce | | | | | | |
| | „ 1 and not exceeding 2 ounces | | | | | | |
| | „ 2 and not exceeding 4 ounces | | | | | | |
| | „ of various weights above 1 ounce, 2 annas for every quarter of an ounce, in addition to the British and Indian rate chargeable on the letter. | | | | | | |
| Total | | | | | | | |
| | | Clerk. | | | Clerk. | | |

FORM 3.

DISTRICT POST CHULAN. No. ()

LETTERS DESPATCHED from the () Post Office to the District Post Office at ()
Dated () of () 185 .

| No. of Letters | 2. | POSTAGE. | | | |
|----------------|----------------------------------|---------------------|--|-------------------|--|
| | | Despatching Office. | | Receiving Office. | |
| 1. | | 3. | | 4. | |
| | Paid Letters, | | | | |
| | Paid Newspapers, | | | | |
| | Paid Registered Letters, | | | | |
| | Unpaid Newspapers, | | | | |
| | Unpaid Letters, | | | | |
| | Unpaid Registered Letters, | | | | |
| | Total | | | | |

C. D.,
Post Master.

A. B.,
District Post Office Clerk.

The Receiving Officer is invariably to enter the correct amount in the column of Postage, whether it agrees with the Despatching Office or not.
To be returned by the first Mail after receipt.

N. B.—This Form should be printed in English and the Vernacular of the District

FORM 4.

PACKET CHULAN. No. ()

LIST OF PACKETS DESPATCHED from () Post Office to () at () on the () of () 185 .

| From whence despatched. | To what place addressed. | Number of Packets. |
|-------------------------|--------------------------|--------------------|
| 1 | 2. | 3. |
| | | |
| | | |
| | | |
| Total | | |

Sealed and despatched in my presence.

(Signed) A. B.

FORM 5.

BANGHY TRANSIT CHULAN. No. ()

LIST OF PARCELS DESPATCHED from () to () at (o'clock)
of () 185 .

| Station whence originally despatched. 1. | No. of PARCELS | | | | Address. 6 | Destination. 7. | Weight at this Office. 8. | Weight at Office in rear, 9. | POSTAGE. | |
|---|----------------|-------------|---------------|----------------|---------------|--------------------|------------------------------|---------------------------------|----------|-----|
| | Service. 2. | Paid. 3. | Unpaid. 4. | Stamped. 5. | | | | | | |
| | | | | | | | | | Rs. | As. |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | Total | | | | |

FORM 6.

BANGHY ADVICE CHULAN. No. ()

LIST OF BANGHY PARCELS DESPATCHED from () to () on the () of 185

| No. of PARCELS. | | | | Address. 5. | Weight in Tolas. 6. | Paid Postage. 7. | | Postage Bearing Service and Stamped. 8. | | REMARKS. 9. |
|-----------------|-------------|---------------|----------------|----------------|------------------------|---------------------|-----|--|-----|----------------|
| Service. 1. | Paid. 2. | Unpaid. 3. | Stamped. 4. | | | | | | | |
| | | | | | | Rs. | As. | Rs. | As. | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | Total .. | | | | | | |

[illegible]

ABSTRACT REGISTER OF LETTERS RECEIVED.

[illegible]

[illegible]

REGISTER OF BANGHIY PARCELS Received at () Post Office () for ()

| MONTH AND DATE OF RECEIPT. | | | NO. OF CHULANS. | | Stations whence received. | Address. | DESCRIPTION OF PARCEL. | | | | WEIGHT AND BEARING POSTAGE. | | WEIGHT AND POSTAGE ON PAID, SERVICE AND STAMPED PARCELS. | | REMARKS. |
|----------------------------|----|----|-----------------|--------|---------------------------|----------|------------------------|----|----|----|-----------------------------|---------|--|---------|----------|
| 1. | 2. | 3. | Number. | Month. | | | Date. | 6. | 7. | 8. | 9. | Weight. | Postage. | Weight. | |
| | | | | | | | | | | | | | | | |
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TRANSIT REGISTER OF BANGHY PARCELS RECEIVED AT AND DESPATCHED FROM THE () POST OFFICE.

[illegible]

FORM 12.

ACCOUNT OF STEAM POSTAGE collected at the () Post Office, on Letters received during the Month of () 185 , from

| Number of Bills | Date of Receipt. | No. of Letters. | RECEIVED. | POSTAGE. | | | | | | | | |
|-----------------|------------------|-----------------|--|----------|-----|------|--|--|--|--|--|--|
| | | | | Rs. | As. | Pie. | | | | | | |
| | | | <p>By the Mails which arrived at _____ and in the _____ 185 _____</p> <p>Unpaid Letters not exceeding $\frac{1}{2}$ an ounce, Ditto above $\frac{1}{2}$ an ounce, not exceeding 1 ounce,</p> <p>Forward Letters received from other Post Offices, according to the detail on the back</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Rs</th> <th>As.</th> <th>P.</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Deduct Letters refused and) returned - - - - -)</p> <p>Ditto Forward Letters as per) accompanying Receipts - - -)</p> | Rs | As. | P. | | | | | | |
| Rs | As. | P. | | | | | | | | | | |
| | | | | | | | | | | | | |

FORM 13.

(To be entered on the back of the Steam Postage Account.)

MEMO. OF FORWARD STEAMER UNPAID LETTERS.

Received at and forwarded from the () Post Office in the Month of ()

| Forwarded to | Postage. | Received from | Postage. |
|--------------|----------|---------------|-------------|
| | | | Rs. P. |

Receipts for the Letters forwarded to other Post Offices must accompany the Account.

FORM 14.

REGISTERED LETTER RECEIPT.

No.

Date of Receipt.

Address.

Destination.

Weight.

No.

() Post Office, dated

Received from

the under-mentioned Letter for despatch ;—

Address**Destination****Weight****Postage**

(Signed) A. B.

POST OFFICE.

INDEX TO LETTER CHULAN'S

DESPATCHED FROM

RECEIVED AT

[illegible]

FORM 17.

QUARTERLY ACCOUNT OF FINES.

QUARTERLY ACCOUNT OF FINES paid by and to the () Post Office in the Past Quarter ending () together with a list of Claims against other Post Offices for the Current Quarter.

| NAMES OF OFFICES. 1. | Amount passed in favor of this Office. 2. | | | Amount passed against this Office. 3. | | | Balance in favor of this Office. 4. | | | Balance against this Office. 5. | | | Amount of Bills now submitted. 6. | | |
|-------------------------|--|-----|----|--|-----|----|--|-----|----|------------------------------------|-----|----|--------------------------------------|-----|----|
| | Ra. | As. | P. | Ra. | As. | P. | Ra. | As. | P. | Ra. | As. | P. | Ra. | As. | P. |
| Total, .. | | | | | | | | | | | | | | | |

"Having made full inquiry, I hereby certify, that, to the best of my belief, all claims against this Office passed by the Post-master General for the Past Quarter have been adjusted, and that nothing is now due to any other Office."

(Signed) A. B.

The above Account and Certificate are to be sent with the Fine Bills of each Quarter.

FORM 18.

FINE BILL.

() Post Office Dr. to () Post Office, of Fines incurred in the () Quarter of 185 .

| DESCRIPTION OF OFFENCE. 1. | No. of Offence of each kind. 2. | Number of Vouchers. 3. | Amount of Fine. 4. | | | REMARKS. 5. |
|-------------------------------|------------------------------------|---------------------------|-----------------------|-----|----|----------------|
| | | | Ra. | As. | P. | |
| Total, .. | | . | | | | |

(Signed) A. B.

FORM 19.

RECEIPT FOR MIS-SENT OR MIS-DIRECTED ARTICLE.

No. _____ No. dated () of ()
 Date _____ Received from () a mis-sent ()
 Date of mis-sending _____ originally despatched from () on
 Office fined _____ the () addressed to () and
 Amount of fine _____ mis-sent to () on the () of
 Article mis-sent _____ ()

FORM 20.

STATEMENT OF OBJECTIONS urged by the Deputy Post-master of () against the payment of Fines claimed by the Deputy Post-master of () for the () Quarter of ()

Dated

| Detail of the Fines objected to. 1. | Number of Vouchers. 2. | Amount claimed. 3. | | | Nature of Objection. 4. | Amount objected to. 5. | | | Reply to the Objection by the Officer claiming the fines. 6. | Order by the Post-master General. 7. |
|--|---------------------------|-----------------------|-----|----|----------------------------|---------------------------|-----|----|---|---|
| | | Ra. | As. | P. | | Ra. | As. | P. | | |
| | | | | | | | | | | |

(Signed) A. B.

FORM 21.

MEMO. showing the Postage collected and the opening and closing Balances of the ——— Disbursing Post Office, and its subordinate Offices.

| | Berhampore. | Jeagunge. | Lalibangh. | Bhogwango- Juh. | Jungceepore. | Khamra. | Dewansury. | Total. | |
|---|--|-----------------------------------|-----------------------------------|----------------------------------|---------------------------------------|-----------------------------------|----------------------------------|-----------------------------------|--|
| Total Postage collected on letters received | 204 7 0 | 139 5 0 | 49 10 6 | 12 14 0 | 54 3 6 | 7 5 6 | 10 0 0 | 477 13 6 | |
| Postage collected on Soldiers' letter despatched | 4 13 0 | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | 4 13 0 | |
| Register Letter Fees | 57 8 0 | 40 8 0 | 11 4 0 | 0 12 0 | 12 8 0 | 0 8 0 | 1 0 0 | 124 0 0 | |
| Late Letter Fees | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | |
| Banghy Postage on Parcels despatched | 1 2 0 | 0 0 0 | 0 0 0 | 0 0 0 | 2 4 0 | 0 0 0 | 0 0 0 | 3 6 0 | |
| Collected by Peons | 53 6 0 | 9 0 0 | 1 12 0 | 1 8 0 | 14 5 0 | 2 4 0 | 2 4 0 | 84 7 0 | |
| Ditto from District Post Offices | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | 0 0 0 | |
| Total | 321 4 0 | 188 13 0 | 62 10 6 | 15 2 0 | 83 4 6 | 10 1 6 | 13 4 0 | 694 7 6 | |
| Opening Cash Balance | 77 7 6 | 141 12 0 | 21 4 0 | 1 0 0 | 0 0 0 | 1 0 0 | 0 7 0 | 242 14 6 | |
| Closing Cash Balance | 48 3 0 | 147 13 0 | 23 12 0 | 1 2 0 | 0 0 0 | 1 13 0 | 0 6 0 | 223 1 0 | |
| Official Postage { Revenue Judicial Military General | 372 4 0 332 12 0 240 14 0 206 7 0 | 5 6 0 6 8 0 0 0 0 0 12 0 | 7 0 0 25 0 0 0 0 0 0 0 0 | 6 8 0 0 8 0 0 0 0 0 0 0 | 21 12 0 25 14 0 0 0 0 1 14 0 | 0 0 0 4 14 0 0 0 0 4 8 0 | 0 0 0 0 0 0 0 0 0 0 0 0 | 0 11 6 7 4 0 0 0 0 0 0 0 | 413 9 6 402 12 0 240 14 0 213 9 0 |
| Total Official Postage | 1152 5 0 | 12 10 0 | 32 0 0 | 7 0 0 | 49 8 0 | 9 6 0 | 7 15 6 | 1270 12 0 | |

| Explanatory Memorandum. | Borhampore. | | | Teagunge. | | | Laulbaugh. | | | Bhogwargolah. | | | Jungeepore. | | | Khamra. | | | Dewansurry. |
|---|-------------|-------|-----|-----------|-----|-------|------------|-------|-----|---------------|-----|-------|-------------|-------|-----|---------|-----|-------|-------------|
| | Rs. | A. P. | Rs. | A. P. | Rs. | A. P. | Rs. | A. P. | Rs. | A. P. | Rs. | A. P. | Rs. | A. P. | Rs. | A. P. | Rs. | A. P. | |
| Gross Total of Receipt Register, Letter Bangly and Steam | 394 | 13 | 6 | 175 | 6 | 0 | 65 | 5 | 0 | 14 | 12 | 0 | 74 | 15 | 6 | 11 | 14 | 0 | 12 7 0 |
| Fees and Bangly Postage collected, on Paid articles despatched | 58 | 10 | 0 | 40 | 8 | 0 | 11 | 4 | 0 | 0 | 12 | 0 | 14 | 12 | 0 | 0 | 8 | 0 | 1 0 0 |
| Postage due from District Post on the 1st of this month | 13 | 10 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 1 | 0 | 0 | 4 | 9 | 6 | 0 | 0 | 0 | 0 0 0 |
| Ditto ditto on articles in deposit on the 1st of this month... | 2 | 4 | 0 | 1 | 4 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2 | 14 | 0 | 1 | 13 | 0 | 0 3 0 |
| Total | 469 | 5 | 6 | 217 | 2 | 0 | 78 | 12 | 0 | 16 | 8 | 0 | 97 | 3 | 0 | 14 | 3 | 0 | 13 10 0 |
| DEDUCT. | | | | | | | | | | | | | | | | | | | |
| Postage on articles re-directed and returned during the month ... | 128 | 2 | 0 | 26 | 8 | 0 | 15 | 0 | 6 | 0 | 13 | 0 | 6 | 7 | 6 | 2 | 4 | 6 | 0 5 0 |
| Ditto ditto in deposit at the close of the month | 12 | 15 | 0 | 1 | 13 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 1 | 13 | 0 | 0 1 0 |
| Ditto due from District Post at the close of the month ... | 7 | 0 | 6 | 0 | 0 | 0 | 0 | 15 | 0 | 0 | 9 | 0 | 4 | 7 | 0 | 0 | 0 | 0 | 0 0 9 |
| Total Deduction | 148 | 1 | 6 | 28 | 5 | 0 | 16 | 1 | 6 | 1 | 6 | 0 | 13 | 14 | 6 | 4 | 1 | 6 | 0 6 0 |
| Balance Cash Collected | 321 | 4 | 0 | 188 | 13 | 0 | 62 | 10 | 6 | 15 | 2 | 0 | 83 | 4 | 6 | 10 | 1 | 6 | 13 4 0 |

Dr.

Cash Account of the Deputy Post-master of

| | | | | | |
|--|------|------|----|----|-----------|
| To Cash Balance brought forward, Postage Co.'s Rs. | .. | 62 | 7 | 6 | |
| Ditto Ditto Dāk Bearers | .. | 15 | 0 | 0 | |
| Ditto Ditto Bullock Train | | 0 | 0 | 0 | |
| Ditto on account of Out-Post Offices | .. | 165 | 7 | 0 | 242 14 6 |
| <i>To Inefficient Balance.</i> | | | | | |
| On account of Postage | .. | 436 | 12 | 8 | |
| Ditto Ditto Dāk Bearers | .. | 4 | 4 | 0 | |
| Ditto Ditto Bullock Train | | 0 | 0 | 0 | 441 0 8 |
| Total Balance, Co.'s Rs. | . | | | | 683 15 2 |
| <i>To Inland and Ship Postage according to Memo. on the back.</i> | | | | | |
| | | Rs. | A. | P. | |
| Express Postage | .. | 0 | 0 | 0 | |
| Total Postage Collected on letters received at head and Subordinate Post Offices | .. | 477 | 13 | 6 | |
| Collected on Soldiers' letter despatched | | 4 | 13 | 0 | |
| Registered Letter Fees | .. | 124 | 0 | 0 | |
| Late Letter Fees | .. | 0 | 0 | 0 | 606 10 6 |
| To Banghy Postage on Parcels despatched | .. | 3 | 6 | 0 | |
| Collected by Peons | .. | 84 | 7 | 0 | |
| Ditto from District Post Offices | | 0 | 0 | 0 | 84 7 0 |
| To Official Postage | .. | | | | 691 7 6 |
| | | | | | 1270 12 6 |
| <i>To Dāk Bearers.</i> | | | | | |
| Received from Travellers during the month | | 10 | 11 | 0 | |
| Ditto from Post Masters for Dāks ordered ditto | .. | 12 | 8 | 0 | |
| Ditto for previous months | .. | 0 | 0 | 0 | 23 3 0 |
| <i>To Staging Bungalow Fund.</i> | | | | | |
| Surplus on Dāks during the month | .. | 2 | 9 | 0 | |
| Fees for occupation of Bungalows | .. | 3 | 8 | 0 | |
| Fine on Bungalow Servants | .. | 0 | 0 | 0 | 6 1 0 |
| <i>To Deposit.</i> | | | | | |
| Cash received from Treasury | .. | | | | 550 0 0 |
| <i>To Bullock Train.</i> | | | | | |
| Cash collected on Packages despatched | .. | | | | |
| Ditto ditto Bearing Packages received | | | | | |
| Ditto ditto Account of Cooley hire | .. | | | | |
| To Profit and Loss | .. | | | | |
| Total, Co.'s Rs. | .. | | | | 3228 7 2 |

21 A.

for the month of

18.

Cr.

| | | | |
|---|----------|------------|--|
| Postage | 212 7 6 | | |
| Dak Bearers | 3 8 0 | | |
| <hr/> | | | |
| By the amount of the accompanying General Receipt No. dated | 215 15 6 | | |
| Ditto on account of Subordinate Post Offices | 363 12 6 | | |
| | | 579 12 0 | |
| <i>By Audited Bills.</i> | | | |
| Post Office fixed Establishment for the month of .. | 503 0 0 | | |
| Ditto Contingent Bills for ditto | 468 6 8 | | |
| Ditto Bounty Money Bills ditto | 0 0 0 | | |
| Ditto Stationery Contingent Bills ditto | 11 8 0 | | |
| Staging Bungalow Fixed Establishment ditto | 32 0 0 | | |
| Ditto Contingent Bills | 0 0 0 | | |
| Bullock Train Fixed Establishment | 0 0 0 | | |
| Ditto Contingent | 0 0 0 | | |
| | | 1,014 14 8 | |
| <i>By Dak Bearers.</i> | | | |
| Paid to Bearers | 7 0 0 | | |
| Remitted to Post Masters | 13 10 0 | | |
| Due to Bearers | 0 0 0 | | |
| Ditto to Post Masters | 0 0 0 | | |
| Surplus | 2 9 0 | | |
| | | 23 3 0 | |
| <i>By Official Postage according to Memo. on the back.</i> | | | |
| Revenue Department | 413 9 6 | | |
| Judicial Department | 402 12 0 | | |
| Military Department | 240 14 0 | | |
| General Department | 213 9 0 | | |
| | | 1,270 12 6 | |
| By Official Postage remitted on letters addressed to the Secretary to Government. | | | |
| <i>By Refund Postage.</i> | | | |
| Paid on overcharged letters. | | | |
| <i>By Deposit.</i> | | | |
| <i>By Profit and Loss.</i> | | | |
| <i>By Cash Balance.</i> | | | |
| Postage | 30 10 0 | | |
| Dak Bearers | 17 9 0 | | |
| Bullock Train | 0 0 0 | | |
| On Account of Subordinate Post Offices | 174 14 0 | | |
| | | 223 1 0 | |
| <i>By Inefficient Balance.</i> | | | |
| Post Office | 112 8 0 | | |
| Dak Bearer's Department | 4 4 0 | | |
| Bullock Train Ditto | 0 0 0 | | |
| | | 116 12 0 | |
| Total, Co.'s Rupees | | 3,228 7 2 | |

N. B.—When it may be necessary to enter any item of receipt or disbursement for which the printed form of Cash Account gives no heading. The necessary entry will be made in writing, some charges are incurred in one or two Offices only, and it is unnecessary to enter them in every Cash Account. But it is to be understood that, provided the quarterly and annual Accounts prepared in the Post-master General's Office exhibit, the prescribed head slight variations of form to meet local requirements may be made in the Provincial Cash Account.

FORM 21 A.—(Continued).

Detail of Inefficient Balance.

| 1. | 2. | 3. | 4. | 5. |
|-----------------------|---------------------|--|----------|----------|
| Date of Disbursement. | Disbursing Officer. | Particulars of Disbursement. | Amount. | REMARKS. |
| 1857. August .. | | Paid cost for the conveyance of the Extra Gunny .. | 112 8 0 | |
| 1856. November .. | | Amount of Mr. Jennings's D&K | 3 12 0 | |
| Ditto .. | | Ditto of Mr. Leonard's ditto.. | 0 8 0 | |
| Total, Co.'s Rs. .. | | | 116 12 0 | |

Post Office

Cash Account for the month of

Despatched

Received

FORM 21 B.

MEMO. showing the Postage collected, and the opening and closing balances of the Disbursing Post Office and its Subordinate Offices.

| | Moulmein. | Amherst. | TOTAL. |
|---|-----------------|---------------|-----------------|
| Total Postage collected on letters received at head and Subordinate Post Offices .. | 254 14 0 | 1 2 0 | 256 0 0 |
| Ditto on Soldiers' letter despatched | 1 13 0 | 0 0 0 | 1 13 0 |
| Register of Letter Fees | 24 8 0 | 0 0 0 | 24 8 0 |
| Lite Letter Fees | 0 0 0 | 0 0 0 | 0 0 0 |
| Banghy Postage on Parcels despatched | 0 0 0 | 0 0 0 | 0 0 0 |
| Collected by Peons | 42 9 0 | 0 0 0 | 42 9 0 |
| Ditto from District Post Offices | 0 0 0 | 0 0 0 | 0 0 0 |
| Total | 323 12 0 | 1 2 0 | 324 14 0 |
| Opening Cash Balance | 35 8 11 | 0 0 0 | 35 8 11 |
| Closing Cash Balance | 177 0 11 | 0 0 0 | 177 0 11 |
| Official Postage.. (Revenue) | 75 0 0 | 0 0 0 | 75 0 0 |
| (Judicial) | 1 2 0 | 0 0 0 | 1 2 0 |
| (Military) | 249 8 0 | 0 0 0 | 249 8 0 |
| (General) | 297 4 0 | 10 5 0 | 307 9 0 |
| Total Official Postage | 622 14 0 | 10 5 0 | 633 3 0 |

| Explanatory Memorandum. | Moulmein. | Amherst. |
|---|-----------------|---------------|
| Gross Total of Receipt Register Letter, Banghy and Steam .. | 456 7 0 | 1 2 0 |
| Fees and Banghy Postage collected on paid articles despatched | 24 8 0 | 0 0 0 |
| Postage due from District Post on the 1st of this month .. | 0 0 0 | 0 0 0 |
| Ditto ditto on articles in deposit on the 1st of this month | 3 15 0 | 0 11 0 |
| Total | 484 14 0 | 1 13 0 |
| DEDUCT. | | |
| Postage on articles re-directed and returned during the month | 157 2 0 | 0 2 0 |
| Ditto ditto in deposit at the close of the month | 4 0 0 | 0 11 0 |
| Ditto due from District Post at the close of the month .. | 0 0 0 | 0 0 0 |
| Total Deduction | 161 2 0 | 0 13 0 |
| Balance Cash Collected | 323 12 0 | 1 2 0 |

Dr.

Cash Account of the Post-master of

| | | | |
|---|-------|-----|------------|
| Balance of last month brought forward, viz. | | | |
| Cash in hand | 35 | 8 | 11 |
| Inefficient Balance.. .. . | 2,091 | 6 | 10 |
| Total Balance, Co.'s Rs. | | | 2,126 15 9 |
| <i>To Inland and Ship Postage according to Memo. on the back.</i> | | | |
| | Rs. | As. | P. |
| Total Postage collected on letters received . | 256 | 0 | 0 |
| Ditto on Soldiers' letter despatched | 1 | 13 | 3 |
| Registered Letter Fees | 24 | 8 | 0 |
| Late Letter Fees.. .. . | 0 | 0 | 0 |
| | | | 282 5 0 |
| <i>To Banghy Postage.</i> | | | |
| | Rs. | As. | P. |
| Collected by Peons | 42 | 9 | 0 |
| Ditto from Districts | 0 | 0 | 0 |
| | | | 42 9 0 |
| Ditto on Parcels despatched | | | 324 14 0 |
| <i>To Profit and Loss.</i> | | | |
| <i>To Deposit.</i> | | | |
| To Cash Received from Treasury | | | 323 0 0 |
| To Official Postage according to Memo. on the back | | | 633 3 0 |
| Total | | | 3,408 0 9 |

C—

for the month of

185 .

CR.

| | | |
|--|----------|------------|
| By the Amount of accompanying Receipt No. | 137 3 0 | |
| Ditto on account of Subordinate Post Office.. | 1 2 0 | |
| | | 138 5 0 |
| By the amount of the accompanying audited Abstract for | | |
| Fixed Establishment | | 572 15 0 |
| By the amount of audited Contingent Bill No. | | 1,841 7 10 |
| <i>By Official Postage according to Memo. on the back.</i> | | |
| Revenue | 75 0 0 | |
| Judicial | 1 2 0 | |
| Military | 249 8 0 | |
| General | 307 9 0 | |
| | | 633 3 0 |
| By Profit and Loss | | |
| • | | |
| By Deposit | | |
| By Cash Balance | 177 0 11 | |
| On account of Subordinate Post Office | 0 0 0 | |
| Inefficient Balance as detailed below | 45 1 0 | |
| | | 222 1 11 |
| Total.... . | | 3,408 0 9 |

Post-master.

FORM 22.

CASH BOOK.

RECEIPTS.

| 1. MONTH & DATE. | 2. Particulars of Receipts. | 3. Cash Balance. | | | | 4. COLLECTED BY PEONS. | | | | 5. FROM DISTRICT POST. | | | | 6. Banghy Postage on Parcels despatched | | 7. Registered Letter Fees. | 8. Late Letter Fees. | 9. Profit and Loss. | 10. Fines and Savings. | 11. Total Collections, excluding Balance. | 12. Received from Treasury. | 13. Amount of Receipts from Out-offices to be exchanged. | 14. Official Postage. | 15. Grand Total. | |
|------------------|-----------------------------|------------------|----|-----|-----|------------------------|-----|-----|----|------------------------|-----|----|-----|---|----|----------------------------|----------------------|---------------------|------------------------|---|-----------------------------|--|-----------------------|------------------|-----|
| | | Rs. | P. | As. | Rs. | P. | As. | Rs. | P. | As. | Rs. | P. | As. | Rs. | P. | As. | Rs. | P. | As. | Rs. | P. | As. | Rs. | P. | As. |
| March 1st | Ordinary .. | | | | | | | | | | | | | | | | | | | | | | | | |
| " 2nd | Ditto .. | | | | | | | | | | | | | | | | | | | | | | | | |
| " 3rd | Ditto .. | | | | | | | | | | | | | | | | | | | | | | | | |
| " 4th | Ditto .. | | | | | | | | | | | | | | | | | | | | | | | | |
| " 5th | Ditto .. | | | | | | | | | | | | | | | | | | | | | | | | |
| " " | Sale of Waste Paper | | | | | | | | | | | | | | | | | | | | | | | | |
| " " | Fine on Overseer .. | | | | | | | | | | | | | | | | | | | | | | | | |
| " 6th | Ordinary .. | | | | | | | | | | | | | | | | | | | | | | | | |
| " 31st | Ordinary .. | | | | | | | | | | | | | | | | | | | | | | | | |
| | Total .. | | | | | | | | | | | | | | | | | | | | | | | | |

XXXX

FORM 22 A.
CASH BOOK.
DISBURSEMENTS.

| DATE. | Particulars of Disbursements. | 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | REMARKS. | | | | | |
|------------|--|----|----|----------------|------------------|---------------|-----------------|-------------------|-------------|--------------------|----------------|-----------------|-------------------|-------------------|-------------------|-------------------|---------------|--------------|--|
| | | | | Fixed Charges. | Ordinary Contin- | Extraordinary | Profit and Loss | Total actual Dis- | bursements. | Remitted to Treas- | ury on account | of this Office. | Exchange Receipts | from (out-offices | sent to Treasury. | Official Postage. | Cash Balance. | Gross Total. | |
| March 1st, | To Treasure by Golab Sing } Peon, } | | | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | |
| 2nd, | Ditto ditto, } | | | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | |
| 3rd, | Ditto ditto, } | | | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | |
| 4th, | Ditto ditto, } | | | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | |
| 5th, | Pay fixed, Office, and Road } Estab., for Feb., ... } | | | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | |
| " | Purchase of Wallets, } | | | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | |
| " | Gratuity to a wounded Runner. | | | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | |
| " | Refund of Postage to Mr. } Jones, } | | | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | P. | |
| 31st, | Total, } | | | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | As. | |

FORM 23.

GENERAL RECEIPT.

MORADABAD DISTRICT.

No.

Dated 3rd June 1855.

Co.'s Rs.

I acknowledge to have received during the month of May 1855, from the Deputy Post-master of Moradabad, the sum of Co.'s Rs.
being the amount of Cash and of the Receipts detailed below :—

| NO. OF RECEIPT. | By whom granted. | In whose favor. | Amount. | REMARKS. |
|--------------------|---------------------|----------------------------|---------|----------|
| | | Dhumurra, P. M., | | |
| | | Kasheepore, ditto, | | |
| | | Sunbhul, ditto, | | |
| | | Hosseinpore, ditto, | | |
| | | Amroha, ditto, | | |
| | | Rampore, ditto, | | |
| | | • | | |
| | | Moradabad, ditto, | | |
| | | Total, Rs..... | | |

(Signed) -

Collector of Moradabad.

Dated 2nd June 1855.

FORM 24.

FORM OF CASH BOOK FOR USE IN SUBORDINATE OR NON-DISBURSING POST OFFICES.

DAILY CASH BOOK or Abstract of Postage Collections of the () Post Office.

| 1. MONTH AND DATE. | 2. Particulars of Receipts. | 3. COLLECTED BY PEONS. | | | | 4. FROM DISTRICT POST. | | | 5. Bhanghy Postage on Parcels des- patched. | 6. Registered Letter Fees. | 7. Late Letter Fees. | 8. Profit and Loss. | 9. Fines and Savings. | 10. Total Collections, excluding Balance. | 11. Official Postage. | 12. Gross Total. | 13. Remitted to Treas- ury. |
|--------------------------|--------------------------------|-------------------------------------|--------------------|-------------------|-------------------------------------|-------------------------------------|--------------------|-------------------|--|----------------------------------|-------------------------|------------------------|--------------------------|---|--------------------------|---------------------|-----------------------------------|
| | | Letter and Newspaper Postage. | Banghy Postage. | Steam Postage. | Letter and Newspaper Postage. | Letter and Newspaper Postage. | Banghy Postage. | Steam Postage. | | | | | | | | | |
| March 1st, | Ordinary. | | | | | | | | | | | | | | | | |
| " 2nd, | Ditto, | | | | | | | | | | | | | | | | |
| " 3rd, | Ditto, | | | | | | | | | | | | | | | | |
| " 4th, | Ditto, | | | | | | | | | | | | | | | | |
| " 5th, | Ditto, | | | | | | | | | | | | | | | | |
| " " | Sale of Waste Paper, | | | | | | | | | | | | | | | | |
| " " | Fine on Overseeer, | | | | | | | | | | | | | | | | |
| " 6th, | Ordinary, | | | | | | | | | | | | | | | | |
| " 31st, | Total, | | | | | | | | | | | | | | | | |

XXXX

FORM 25.

MONTHLY CASH ACCOUNT for Subordinate or Non-disbursing Post Offices for the
Month of

| Column in Cash Book. | | | | | | | | | |
|-------------------------|---|--|--|--|--|--|--|--|--|
| | To Cash Balance at the close of last Account Co.'s Rs. | | | | | | | | |
| 4 | To Postage collected by Peons | | | | | | | | |
| 5 | Ditto ditto from District | | | | | | | | |
| 7 | Registered Letter Fees | | | | | | | | |
| 8 | Late Letter Fees | | | | | | | | |
| 4 | Steam Postage from Peons | | | | | | | | |
| 5 | Ditto ditto from District | | | | | | | | |
| | To Bhanghy Postage— | | | | | | | | |
| 4 | Collected by Peons | | | | | | | | |
| 6 | Ditto Parcels despatched | | | | | | | | |
| | To Profit and Loss— | | | | | | | | |
| 9 | Sale of Waste Paper | | | | | | | | |
| 10 | Fines, &c. | | | | | | | | |
| | Total | | | | | | | | |
| 12 | Official Postage | | | | | | | | |
| | Grand Total | | | | | | | | |
| 14 | Amount remitted to Treasury, | | | | | | | | |
| | Cash Balance | | | | | | | | |
| | Official Postage— | | | | | | | | |
| | Revenue | | | | | | | | |
| | Judicial | | | | | | | | |
| | Military | | | | | | | | |
| | General | | | | | | | | |
| | Total | | | | | | | | |

MEMO.

| Explanatory Postage Account. | Letter, &c. Postage. | Bhanghy Postage. | Steam Postage. | Total | GRAND TOTAL. |
|---|-------------------------|---------------------|-------------------|-------|-----------------|
| Gross Total of Receipt Register for this month, | | | | | |
| Fees and Bhanghy Postage collected on paid | | | | | |
| Articles despatched | | | | | |
| Postage due from District Post on the 1st | | | | | |
| of this month | | | | | |
| Ditto ditto on Articles in deposit on the 1st | | | | | |
| of this month | | | | | |
| Total | | | | | |
| Deduct. | | | | | |
| Postage on Articles re-directed and returned | | | | | |
| during the month | | | | | |
| Ditto on ditto in deposit at the close of the | | | | | |
| month | | | | | |
| Ditto due from District Post at the close of | | | | | |
| the month | | | | | |
| Total Deductions | | | | | |
| Balance Cash Collected | | | | | |

FORM 28.

PEONS' BOOK.

A. Peons' Account.

[illegible]

| | | | | | | | | | |
|--|------------------|----------------|--------|-----|-----|----|-----|-----|----|
| D. District Post Account. | | | | | | | | | |
| Letter and Newspaper Postage. | Barthly Postage. | Steam Postage. | Total. | Rs. | As. | P. | Rs. | As. | P. |
| Balance due yesterday. | | | | Rs. | As. | P. | Rs. | As. | P. |
| Postage due on this day's dispatch. | | | | Rs. | As. | P. | Rs. | As. | P. |
| Total. | | | | Rs. | As. | P. | Rs. | As. | P. |
| Inclut. | | | | Rs. | As. | P. | Rs. | As. | P. |
| Cash received this day. | | | | Rs. | As. | P. | Rs. | As. | P. |
| Postage due on Articles returned to this Office. | | | | Rs. | As. | P. | Rs. | As. | P. |
| Total deductions. | | | | Rs. | As. | P. | Rs. | As. | P. |
| Balance this day at close of Office. | | | | Rs. | As. | P. | Rs. | As. | P. |

FORM 28 A.
PEONS' BOOK

[illegible]

a. N. B.—This entry will include the Postage on all Unclaimed Letters sent to Post-master General, all Re-directed and Refused Letters, as well as those forwarded from deposit or returned free of Postage to Senders.

b. The last two lines of the Postage Account will be necessary only when Postage is taken from Peons in advance.

FORM 28 B.
Daily Deposit Account.

| | Paid and Service | | | | Unpaid. | | | | | | |
|---|------------------|-------------|----------|--|----------|-------------|----------|-------------------------------|-----------------|----------------|--------|
| | Letters. | Newspapers. | Parcels. | | Letters. | Newspapers. | Parcels. | Letter and Newspaper Postage. | Banghy Postage. | Steam Postage. | Total. |
| Unclaimed in deposit yesterday | | | | | | | | | | | |
| Deposited this day at delivery | | | | | | | | | | | |
| Returned from District Post this day | | | | | | | | | | | |
| Ditto by Peons this day | | | | | | | | | | | |
| Total | | | | | | | | | | | |
| DEDUCTIONS. | | | | | | | | | | | |
| Delivered from deposit this day | | | | | | | | | | | |
| Re-directed | | | | | | | | | | | |
| Returned to other Post Offices | | | | | | | | | | | |
| Sent to Dead Letter Office | | | | | | | | | | | |
| Total Deduction | | | | | | | | | | | |
| Balance in deposit at close of Office this day | | | | | | | | | | | |

FORM 29.
ACCOUNT OF POSTAGE CHARGEABLE ON OFFICIAL LETTERS DESPATCHED.

| DATE | Judicial. | | | Revenue. | | | Military. | | | General. | | |
|------|-----------|-----|----|----------|-----|----|-----------|-----|----|----------|-----|----|
| | Rs. | As. | P. | Rs. | As. | P. | Rs. | As. | P. | Rs. | As. | P. |
| | | | | | | | | | | | | |

FORM 30.

REPORT ON THE ARRIVAL, DESPATCH AND DISTRIBUTION OF MAILS TO BE SUBMITTED BY INSPECTING POST-MASTERS.

| 1. | | 2. | | 3. | | 4. | | 5. | | 6. | | 7. | | 8. | | 9. | | 10. | |
|---|-------|---|--------------|-----------|----|---------------------------|-------|-----------------------------------|-------|------------------------------------|-------|---|-------|---|----|---|----|--|----|
| Date and Hour of Despatch from the Offices named in Column 2. | | Mails received at and despatched from Agra Post Office. | | Distance. | | Time occupied in transit. | | Date and Hour of Arrival at Agra. | | Hour of Distribution of each Mail. | | Date and Hour of Despatch of Mails from Agra to places named in Column 2. | | Detention in the Agra P. O. of Packets for Jeypore received in transit from places named in Col. 2. | | Detention in the Agra P. O. of Packets for Gwalior received in transit from places named in Col. 2. | | Detention in the Agra P. O. of Packets for Allypore received in transit from places named in Col. 2. | |
| Date. | A. M. | P. M. | | H. | M. | Date. | A. M. | P. M. | A. M. | P. M. | Date. | A. M. | P. M. | H. | M. | H. | M. | H. | M. |
| Jan. 4th, | | | Jeypore,... | | | | | | | | | | | | | | | | |
| " 5th, | | | Gwalior,... | | | | | | | | | | | | | | | | |
| " 5th, | | | Allyghur,... | | | | | | | | | | | | | | | | |

FORM 31.

STATEMENT SHOWING THE NUMBER OF LETTERS, GAZETTES, PARCELS AND BOOKS RECEIVED AND DELIVERED at the ()
Post Office, ()
for seven days ending ()

| DATE. | LETTERS. | | | | | | NEWSPAPERS. | | | | | | BANGHY PARCELS. | | | | | | BOOKS.—TOTAL NUMBER RECEIVED. | | | | | |
|-------|------------|----------------------------|--------------------------------|------------|-------------------------|--|-------------|----------------------------|--------------------------------|------------|-------------------------|--|-----------------|----------------------------|--------------------------------|------------|-------------------------|----------|-------------------------------|----------------------------|--------------------------------|------------|-------------------------|----------|
| | Delivered. | Re-directed or for-warded. | To District Post for delivery. | Unclaimed. | Total number re-ceived. | | Delivered. | Re-directed or for-warded. | To District Post for delivery. | Unclaimed. | Total number re-ceived. | | Delivered. | Re-directed or for-warded. | To District Post for delivery. | Unclaimed. | Total number re-ceived. | | Delivered. | Re-directed or for-warded. | To District Post for delivery. | Unclaimed. | Total number re-ceived. | |
| | Paid. | Paid. | Paid. | Paid. | Paid. | | Paid. | Paid. | Paid. | Paid. | Paid. | | Paid. | Paid. | Paid. | Paid. | Paid. | Paid. | | Paid. | Paid. | Paid. | Paid. | Paid. |
| | Bearing. | Bearing. | Bearing. | Bearing. | Bearing. | | Bearing. | Bearing. | Bearing. | Bearing. | Bearing. | | Bearing. | Bearing. | Bearing. | Bearing. | Bearing. | Bearing. | | Bearing. | Bearing. | Bearing. | Bearing. | Bearing. |
| | Service. | Service. | Service. | Service. | Service. | | Service. | Service. | Service. | Service. | Service. | | Service. | Service. | Service. | Service. | Service. | Service. | | Service. | Service. | Service. | Service. | Service. |
| | Total. | Total. | Total. | Total. | Total. | | Total. | Total. | Total. | Total. | Total. | | Total. | Total. | Total. | Total. | Total. | Total. | | Total. | Total. | Total. | Total. | Total. |

FORM 32.

DISTRICT POST.

RETURN OF LETTERS, NEWSPAPERS, &c., RECEIVED FOR Delivery through the District Post in the () District in the ()
Presidency in the month of ()

| NAME OF DISTRICT POST OFFICE. | Number of Letters received for delivery from Post Offices. | Number of Letters received for delivery from District Post Office, and not through a Post Office. | Number of Newspapers received for delivery from Post Offices. | Number of Newspapers received for delivery from other District Post Offices, and not through a Post Office. | Number of Covers returned undelivered. | Total number of Covers delivered. | (To be submitted by Post-masters to Post-master General. |
|-------------------------------|--|---|---|---|--|-----------------------------------|--|
| | | | | | | | |

TIME STATEMENT SHOWING the Rates at which the Letter Mails are carried on the Road, between the Station of () and () for the Month of () 185 . Distance in Miles

[illegible]

FORM 35.

AMENDED FORM.

REGISTER OF AN APPLICATION for a Superannuation Pension from the Establishment of
under date
preferred under the Rules passed by Government

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---------------------------------|--|--|--|------------------------------|--|---|--|--|------------------------------|--|---|--|------------------------|--|--|--|--|--|--|--|--|--|---|--|---|--|---|--|------------------------------------|--|---|--|--|--|---------------------------|--|
| 1. Name of the person by whom the pension is applied for, with the name of his father. | | 2. Number on the Establishment. | | 3. Identification of applicant's person. | | 4. Size. Feet. Inches. | | 5. AGE OF APPLICANT AT THE TIME OF APPLICATION. Years. Months. Days. | | | 6. Religion, Caste or Tribe. | | 7. WHERE RESIDING. Province. Pergunnah. Village. | | 8. Present Employment. | | 9. TOTAL PERIOD OF SERVICE. Years. Months. | | 10. Applicant's Service continuous or not. | | 11. How long unemployed, and under what circumstances. | | 12. Date of application to Government. | | 13. Average salary or authorized official allowances for the 5 years preceding the date of application. | | 14. Salary or authorized official allowance per month at the time of application. | | 15. Abstract of the grounds of application. | | 16. Remarks by the Head of Office. | | 17. Proposed amount of pension per annum. | | 18. Treasury at which the party is pensioned, whither to draw his pension. | | 19. Orders of Government. | |
|--|--|---------------------------------|--|--|--|------------------------------|--|---|--|--|------------------------------|--|---|--|------------------------|--|--|--|--|--|--|--|--|--|---|--|---|--|---|--|------------------------------------|--|---|--|--|--|---------------------------|--|

Signature of the Head of the Office.

N. B.—It must be understood, that this Register is not to supersede the detailed information required by the Pension Rules.

Received from Financial Secretary's Office,

12th June 1855.

FORM 38.

COMPARATIVE Statement of Letters, &c., despatched by the

Post Office in the first quarter of the Official Year 1957-58.

| Description of Articles. | Class. | Last Year. | | | This Year. | | | Increase. | | | REMARKS. | | |
|--------------------------|-------------|------------|-------|-------|------------|-------|-------|-----------|-------|-------|----------|------|-------|
| | | May. | June. | July. | May. | June. | July. | May. | June. | July. | Total. | May. | June. |
| | | | | | | | | | | | | | |
| Letters | Paid... | | | | | | | | | | | | |
| | Bearing ... | | | | | | | | | | | | |
| | Service ... | | | | | | | | | | | | |
| | Total ... | | | | | | | | | | | | |
| Newspapers | Paid... | | | | | | | | | | | | |
| | Bearing ... | | | | | | | | | | | | |
| | Service ... | | | | | | | | | | | | |
| | Total ... | | | | | | | | | | | | |
| Parcels | Paid... | | | | | | | | | | | | |
| | Bearing ... | | | | | | | | | | | | |
| | Service ... | | | | | | | | | | | | |
| | Total ... | | | | | | | | | | | | |
| * Books | Stamped... | | | | | | | | | | | | |
| | Service ... | | | | | | | | | | | | |
| | Total ... | | | | | | | | | | | | |
| | Total ... | | | | | | | | | | | | |

* Unpaid or insufficiently stamped books must, of course, be returned as "Parcels."

(Similar forms for Letters, &c., Received and Unclaimed.)

FORM 39.

MEMO. of Letters posted during the month of
Letter Box at attached to the

185 , at the experimental
Post Office.

| Month and Date. | Paid. | | Bearing | | Service | | Memo. of Letters posted at the Post Office. | |
|-----------------|-------|----------|---------|----------|---------|----------|--|-------|
| | No. | Postage. | No. | Postage. | No. | Postage. | | |
| 1st | | | | | | | Bearing. | |
| 2nd | | | | | | | | |
| 3rd | | | | | | | Paid and Service. | |
| 4th | | | | | | | | |
| 5th | | | | | | | During the 6th month prior to establishment of Letter Box..... | |
| 6th | | | | | | | | |
| 7th | | | | | | | 5th | |
| 8th | | | | | | | 4th | |
| 9th | | | | | | | 3rd | |
| 10th | | | | | | | 2nd | |
| 11th | | | | | | | 1st | |
| 12th | | | | | | | this month | |
| 13th | | | | | | | | |
| 14th | | | | | | | | |
| 15th | | | | | | | | |
| 16th | | | | | | | | |
| 17th | | | | | | | | |
| 18th | | | | | | | | |
| 19th | | | | | | | | |
| 20th | | | | | | | | |
| 21st | | | | | | | | |
| 22nd | | | | | | | | |
| 23rd | | | | | | | | |
| 24th | | | | | | | | |
| 25th | | | | | | | | |
| 26th | | | | | | | | |
| 27th | | | | | | | | |
| 28th | | | | | | | | |
| 29th | | | | | | | | |
| 30th | | | | | | | | |
| 31st | | | | | | | | |
| Total... | | | | | | | | |

The object of this Memo. is to show the effect of opening the Box on the correspondence posted at the Post Office before it was opened.

Post Office, }
185 . }

Deputy Post-master.

From

**The Deputy Post-master
of**

To

The Post-master General,

Dated

Despatched

Received

**Memo. of Letters posted during the month of
185 at the experimental Letter Box at
attached to the**

Post Office.

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